

## Information Technology Services

### Computer Short Course Program

November-December, 2008  
Free and Open to the URI Community

[Register or Drop](#)  
[Check Seat Availability](#)



#### Weekly Series on Teaching and Learning

1	<b>Faculty Showcase</b> - REFWORKS	R	Nov 13	3-4:30	Chafee 208	Izenstark	hands-on
<p>Prof. Izenstark will show you how to use the Online Bibliographic system, REFWORKS, to help you and your students organize citations and format them to conform to the standards when writing papers, journals articles, proposals...etc.</p>							
9	Open Source Tools for Online Teaching	R	Nov 20	10-11	Chafee 101	Rutherford	demo
<p>Making audio and video clips, and editing images and photos, using Open Source (free) or lower-cost software. Although this course would be taught using a PC, most of the software is also available for Mac and Linux. This is a videoconferencing course.</p>							
2	Pre-recording your lectures	R	Dec 4	2-3	Chafee 208	Yang	demo
<p>Discussion of various ways to pre-record or record your lectures and post onto the web.</p>							
3	<b>Faculty Showcase</b> - Curriculum Materials Library	W	Dec 10	2-3	Kingston Library	Niedbala	demo
<p>Prof. Niedbala will lead the tour of the "Education and Curriculum Materials Library" which has resources for future K-12 teachers. See the technology your students are exposed to in K-12, such as the SmartBoard.</p>							

## Web Technology

4	Creating online forms and simple surveys	R	NOV 13	10-12	210 Flagg Rd., Rm 202	Chen	hands-on
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This course consists of two parts: (1) Learn how to create online forms that not only send data to specified email address(es) but also store data in a back-end database. The data can then be exported to various spreadsheet programs for analysis and reporting. (2) Learn how to create and administer surveys and polls, gather results, and view statistics. Learn how to use Dreamweaver in general to develop web sites. Topics include text formatting, images, hyperlinks, templates, tables, style sheets, and forms. We'll also practice publishing your completed site to a web server.

5	Adobe Dreamweaver CS 3	R	Nov 20	10-12	210 Flagg Rd., Rm 202	Chen	hands-on
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Learn how to use Dreamweaver in general to develop web sites. Topics include text formatting, images, hyperlinks, templates, tables, style sheets, and forms. We'll also practice publishing your completed site to a web server.

**Broadcast from Providence to Kingston** - These courses will be taught (originated) from Providence and be broadcast live to Kingston via two-way videoconferencing technology. Participants in both classrooms will be able to interact. To attend the classes in Providence SHepart Romm 329, sign up for class #6 and #8. To addtend the classes in Kingston CHafee 101, sign up for class #7 and #9.

6	Excel Tips & Tricks - Providence	T	Nov 18	9-11	Prov 329	Oliver	demo
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7	Excel Tips & Tricks - Kingston	T	Nov 18	9-11	Chafee 101	Oliver /Gronstrom	demo
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8	Open Source Tools for Online Teaching - Providence	R	Nov 20	10-11	Prov 329	Rutherford	demo
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Making audio and video clips, and editing images and photos, using Open Source (free) or lower-cost software. Although this course will be taught using a PC, most of the software is also available for Mac and Linux.

9	Open Source Tools for Online Teaching - Kingston	R	Nov 20	10-11	Chafee 101	Rutherford/ Yang	demo
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## Macintoshes

10	Introduction to Macintosh	F	Nov 14	1-2:30	Fine Arts F102	Stewart	hands-on
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11	Supporting the Mac	F	Dec 5	1-2:30	Fine Arts F102	Stewart	hands-on
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This short course will demonstrate various tools that will add in the support of Macintosh clients and labs. Topics discussed will include Apple Remote Desktop, Migration Assistant, replicating machines, and Deep Freeze for security.

## Manage your course with WebCT

12	Posting syllabus, handouts and grades online	W	Dec 10	10-12	Chafee 208	Yang	demo
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13	Online Assignments and Online Quiz	R	Dec 11	3-5	Chafee 208	Yang	demo
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## Administrative Tools

14	Navigating MS Word 2007	R	Nov 20	2-4	Chafee 208	Martin	hands-on
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Where did all the commands from MS Word 2003 go? Locating where Microsoft moved your favorite commands from earlier versions of MS Word. There will also be a brief demonstration of **mail-merge**.

15	LISTSERV Mailing List	F	Nov 14	10-11:30	Chafee 208	Yang	hands-on
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The daily number of outgoing messages is limited at URI; LISERSV is an organized efficient way to send message to a public or private group. LISERSV also allows you to archive messages

16	Oracle Online Calendar	M	Nov 17	10_11:30	Chafee 208	Yang	hands-on
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Access your URI calendar from the web; designate others to manage your calendar; publish room reservations on the web...etc

7	Excel Tips & Tricks - Kingston	T	Nov 18	9-11	Chafee 101	Oliver /Gronstrom	hands-on
17	Meeting Wizard and Survey Monkey	T	Dec 16	3-4:30	Chafee 208	Yang	hands-on

Meeting Wizard allows you to schedule meetings without cluttering your email box and display the result in a very organized way at your fingertips; Survey Monkey simplifies survey creation and implementation. These are "free with limited use" software on the web.

**One-on-One consultation** - one-hour consultation/training; topics include, but not limited to, webct, making professional quality videos, lecture capturing system ...etc.; email to [ITcourse@etal.uri.edu](mailto:ITcourse@etal.uri.edu) to schedule an appointment.

**Classroom Presentations** - Gather a group of students or colleagues and email to [ITcourse@etal.uri.edu](mailto:ITcourse@etal.uri.edu) to arrange a presentation for your group.

**ESRI Online Training** - Environmental System Research Institute offers free on-line training as URI site license benefit in ArcInfo, ArcView and other topics. To register, email to [ITcourse@etal.uri.edu](mailto:ITcourse@etal.uri.edu).

**Training CDs** - ITS maintains a collection of training CDs in the URI Library's Media Resource Center for learning various programs. View the link, <http://www.uri.edu/its/teaching/selfpacedtraining.html> for the titles

**Short Course Archive** - View the class handouts or the audio/video recordings of the past short courses at <http://www.uri.edu/its/teaching/its.on-line.materials.html>

**Join the 'Itcourse' Mailing List** - To receive the program updates and announcements, email to "listserv.uri.edu" with the message "subscribe itcourse".