

## Pearl River Community College Professional Development Sessions - FALL 2016

| Date                        | Time/Location   | Facilitator                                     | Topic                                       | Description  |
|-----------------------------|---|---|---|--|
| Wednesday<br>August<br>24   | 2:30 p.m.<br>Online   | Ms. Michele Mitchell<br>&<br>Ms. Kimberly Ellis | eLearning: Canvas<br>Training               | This session is for any new faculty or instructor that needs a refresher using Canvas. |
| Wednesday<br>August 24      | 10:00 a.m.<br>IT Training Room<br>Poplarville Campus                | IT Staff  | Banner INB<br>Overview                      | Viewing student curricula, registration, and holds in Banner INB                       |
| Tuesday<br>August 30        | 12:15 Multipurpose<br>Room,<br><b>Forrest county<br/>Center</b>     | Dr. Amanda Parker<br>and<br>Dr. Jana Causey     | Innovative<br>Cheating                      |  |
| Wednesday<br>August 31      | 10:30 a.m.<br>IT Training Room,<br>Poplarville Campus               | IT Staff  | Banner SSB for<br>faculty                   | Viewing student information (i.e. schedules and transcripts) in Wildcat Web            |
| Thursday,<br>September<br>1 | 1:00 p.m.<br>IT Training Room<br>Poplarville Campus                 | IT Staff  | Banner SSB for<br>faculty                   | Viewing student information (i.e. schedules and transcripts) in Wildcat Web            |
| Tuesday<br>September<br>6   | 12:15 p.m.<br>Multipurpose Room<br><b>Forrest County<br/>Center</b> | IT Staff  | Banner SSB<br>overview of<br>student module | Viewing the student Banner experience and how they use Wildcat Web                     |
| Wednesday<br>September<br>7 | 10:00 a.m.<br>IT Training Room<br>Poplarville Campus                | IT Staff  | Banner SSB<br>overview of<br>student module | Viewing the student Banner experience and how they use Wildcat Web                     |
| Thursday<br>September<br>8  | 1:30 a.m.<br>IT Training Room<br>Poplarville Campus                 | IT Staff  | Banner SSB<br>overview of<br>student module | Viewing the student Banner experience and how they use Wildcat Web                     |

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| Monday<br>September<br>12     | 11:00 a.m.<br>Science/Math<br>Building Room 131                            | Ms. Emily Carlisle &<br>Ms. Anita Morrow | Tips, Tricks and<br>Time Saving<br>Techniques in<br>Canvas | Want to know some quick ways to use Canvas? This session you will learn some tips, tricks, and time saving techniques in Canvas.<br><br>Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a>  |
| Monday<br>September<br>12     | 2:00 p.m.  | Dr. Aaryn Purvis                         | Basic Course<br>Design                                     | How to think about a face to face course in a new way that meets the needs of online students. This will include basic things to include in your weekly modules. We will begin helping instructors sketch out their weekly modules and assignments.<br>Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a> |
| Tuesday<br>September<br>13    | 12:15<br>p.m. Multipurpose<br>Room<br><b>FORREST<br/>COUNTY<br/>CENTER</b> | IT Staff                                 | Banner INB<br>Schedule Printing                            | On-demand jobs and the sleep-wake Banner process  |
| Wednesday<br>Septemb<br>er 14 | 9:00 a.m.<br>IT Training Room<br>Poplarville Campus                        | IT Staff                                 | Banner INB<br>Schedule Printing                            | On-demand jobs and the sleep-wake Banner process  |
| Thursday<br>September<br>15   | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus                       | IT Staff                                 | Banner INB<br>Schedule Printing                            | On-demand jobs and the sleep-wake Banner process  |
| Tuesday<br>September<br>20    | 12:30 p.m.<br>IT Training Room<br>Poplarville Campus                       | IT Staff                                 | Banner INB<br>Student                                      | Viewing student curricula, registration, and holds in Banner INB  |

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| Wednesday<br>September<br>21 | 9:00 a.m.<br>IT Training Room<br>Poplarville Campus                        | IT Staff           | Banner INB<br>Student  | Viewing student curricula, registration, and holds in Banner INB  |
| Thursday<br>September<br>22  | 10:50 a.m.   | Mr. Trevor Hunt    | Sharing Session  | This is an open sharing session that allows instructors the opportunity to collaborate and share their ideas for online instruction. A wide range of topics will be covered. Please join us and share your ideas and help improve online learning here at PRCC.<br>Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a> |
| Thursday<br>September<br>22  | 12:15 p.m.<br>Multipurpose Room<br><b>Forrest County<br/>Center</b>        | Mr. Chris Christen | Proper<br>Advisement<br>Series: Science<br>and Allied Health |   |
| Wednesday<br>September<br>28 | 9:00 a.m.<br>IT Training Room<br>Poplarville Campus                        | IT Staff           | Phone<br>Productivity  | From pickup groups to call transfers to utilization reporting, come explore some of the more common features of the PRCC telephone system   |
| Monday<br>October 3          | 12:15<br>p.m. Multipurpose<br>Room<br><b>FORREST<br/>COUNTY<br/>CENTER</b> | IT Staff           | Cyber Security<br>Month - Anti-<br>Phishing                  | A significant portion of all security breaches are originated by falling victim to phishing attacks. These attacks are constantly becoming more sophisticated as awareness continues to increase. Hear some of the ways to spot and avoid phishing attempts.  |
| Tuesday<br>October 4         | 8:30 a.m.<br>IT Training Room<br>Poplarville Campus                        | IT Staff           | Phone<br>Productivity  | From pickup groups to call transfers to utilization reporting, come explore some of the more common features of the PRCC telephone system   |
| Wednesday<br>October 5       | 12:30 p.m.<br>IT Training Room<br>Poplarville Campus                       | IT Staff           | Cyber Security<br>Month - Anti-<br>Phishing                  | A significant portion of all security breaches are originated by falling victim to phishing attacks. These attacks are constantly becoming more sophisticated as awareness continues to increase. Hear some of the ways to spot and avoid phishing attempts.  |

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| Thursday<br>October 6   | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus                | IT Staff                             | Cyber Security<br>Month - Anti-<br>Phishing   | A significant portion of all security breaches are originated by falling victim to phishing attacks. These attacks are constantly becoming more sophisticated as awareness continues to increase. Hear some of the ways to spot and avoid phishing attempts. |
| Friday<br>October 7     | 10:00 a.m.  | Ms. Delana Harris<br>Mr. Dakota Dale | Brand-Aid: How<br>to Make Your<br>Message Stick                                       |  |
| Friday<br>October 7     | 1:00 p.m.   | Ms. Delana Harris<br>Mr. Dakota Dale | Brand-Aid: How<br>to Make Your<br>Message Stick                                       |  |
| Tuesday<br>October 11   | 12:15 p.m.<br>Multipurpose Room<br><b>Forrest County<br/>Center</b> | Ms. Jacki Runnels                    | Proper<br>Advisement<br>Series: Math,<br>Business,<br>Computer Science<br>& Education |  |
| Wednesday<br>October 12 | 2:00 p.m.<br>IT Training Room<br>Poplarville Campus                 | IT Staff                             | Cyber security<br>Month - general<br>cyber security<br>awareness<br>presentation      | A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computer experience.  |
| Thursday<br>October 13  | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus                | IT Staff                             | Cyber Security<br>month - general<br>cyber security<br>awareness<br>presentation      | A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computer experience.  |
| Wednesday<br>October 19 | 10:00 a.m.<br>IT Training Room<br>Poplarville Campus                | Dr. Tim Dedeaux                      | Copyright Issues  | Is your multimedia legal?<br><i>(Did you know that most of the things online are protected by Copyright?)</i> Learn about copyright, fair use, Creative Commons and the public domain. Learn where to find free and legal media for any                      |

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|                         |  |  |  | purpose. Not everything online is free, but I'll show you where to find the stuff that is free.  |
| Wednesday<br>October 19 | 1:00 p.m.<br>IT Training Room<br>Poplarville Campus          | IT Staff   | Responsible Web Browsing   | How to avoid malware, viruses, and spyware by becoming a more informed web user  |
| Thursday<br>October 20  | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus         | IT Staff   | Responsible Web Browsing   | How to avoid malware, viruses, and spyware by becoming a more informed web user  |
| Monday<br>October 24    | 11:00 a.m.<br>iT Training Room<br>Poplarville Campus         | Mr. Jonathan Morris<br>and<br>Ms. Emily Carlisle | Using Screen Capture with Microsoft One Note & The Snipping Tool | Using Screen Capture with Microsoft One Note & The Snipping Tool. We will also be discussing Using the Screen Capture Software JING & Screencast-O-Matic with Screencast.com. If time allows, I will also show how to easily put a YouTube video into the new Microsoft PowerPoint.  |
| Tuesday<br>November 1   | 11:00 a.m.<br>SC Room 101<br>Poplarville Campus              | Dr. Ross Setze                                   | Using HTML to create buttons in Canvas                           | Enhance your online course with interactive buttons to indicate progress of students' academic work.   |
| Tuesday<br>November 1   | 1:00 p.m.<br>Online  | Ms. Jamie Dickson                                | Course Home Page & Modules                                       | Ideas and simple tips for developing a creative and useful home page/organizing course modules to improve week to week flow for your students.<br>Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a> |
| Tuesday<br>November 1   | 12:15 p.m. Multipurpose Room<br><b>FORREST COUNTY CENTER</b> | IT Staff   | Responsible Email Usage  | Archiving, journaling, shared calendars, out of office announcements, folders, and rules are among some of the productivity enhancements that can help lead to a better managed email experience   |

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| Wednesday<br>November<br>2 | 11:00 a.m.<br>IT Training Room<br>Poplarville Campus                     | IT Staff                             | Responsible Email Usage         | Archiving, journaling, shared calendars, out of office announcements, folders, and rules are among some of the productivity enhancements that can help lead to a better managed email experience   |
| Thursday<br>November<br>3  | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus                     | IT Staff                             | Responsible Email Usage         | Archiving, journaling, shared calendars, out of office announcements, folders, and rules are among some of the productivity enhancements that can help lead to a better managed email experience   |
| Monday<br>November<br>7    | 2:00 p.m.<br>Building 5, Room<br>113<br><b>Forrest County<br/>Center</b> | Ms. Amy Smith                        | Creating Dynamic Assignments    | This will include a discussion of assignment types (and how they can vary by learning style); Creating assignment weights, configuring a gradebook, and using rubrics. This is also a great place to talk about dropout detective.<br><br>Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a> |
| Wednesday<br>November<br>9 | 1:00 p.m.<br>IT Training Room<br>Poplarville Campus                      | IT Staff                             | Updating Web Pages Using Drupal | Using the Drupal interface to make simple edits to web pages while adhering to PRCC best practices   |
| Thursday<br>November<br>10 | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus                     | IT Staff                             | Updating Web Pages Using Drupal | Using the Drupal interface to make simple edits to web pages while adhering to PRCC best practices   |
| Monday<br>November<br>14   | 11:00 a.m.<br>IT Training Room<br>Poplarville Campus                     | Ms. Megan Lee and Ms. Emily Carlisle | Using Kahoot in the Classroom   | Helping get your students interested in what they are studying. They have a lot of fun and learn at the same time. jRepeat of the 24th for those who missed it: We will also be discussing Using the Screen Capture Software JING & Screencast O Matic with Screencast.com. If time allows, I will also show how to easily put a YouTube video into the new Microsoft PowerPoint.  |
| Tuesday<br>November<br>15  | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus                     | IT Staff                             | CHD Operations                  | How to place an IT work request, how to track an IT work request, the difference between a request and an incident – all topics that you should be aware of to help obtain the service you need and when you need it.  |

## Pearl River Community College Professional Development Sessions - FALL 2016

| Date                        | Time/Location   | Facilitator                              | Topic   | Description  |
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| Wednesday<br>November<br>16 | 9:00 a.m.<br>IT Training Room<br>Poplarville Campus                 | IT Staff                                 | CHD Operations  | How to place an IT work request, how to track an IT work request, the difference between a request and an incident – all topics that you should be aware of to help obtain the service you need and when you need it.  |
| Tuesday<br>November<br>29   | 12:15 p.m.<br>Multipurpose Room<br><b>Forrest County<br/>Center</b> | Dr Ryan Ruckel and<br>Mr. Greg Underwood | Proper<br>Advisement<br>Series: English,<br>Humanities &<br>Social Sciences |  |
| Tuesday<br>November<br>29   | 10:30 a.m.<br>IT Training Room<br>Poplarville Campus                | IT Staff                                 | How Best to<br>Communicate<br>your Technology<br>Needs to ITGC              | Learn how to bring your ideas to the IT Governance Council, how to ensure your IT needs are aligned to the PRCC strategic initiatives, and how to build synergies across business units and campuses   |
| Wednesday<br>November<br>30 | 1:00 p.m.<br>IT Training Room<br>Poplarville Campus                 | IT Staff                                 | How Best to<br>Communicate<br>your Technology<br>Needs to ITGC              | Learn how to bring your ideas to the IT Governance Council, how to ensure your IT needs are aligned to the PRCC strategic initiatives, and how to build synergies across business units and campuses   |
| Thursday<br>February 9      | 12:15 p.m.<br>Multipurpose Room<br><b>Forrest County<br/>Center</b> | Ms. Sarah Welch                          | Library Research  |  |
| Tuesday<br>March 28         | 12:15 p.m.<br>Multipurpose Room<br><b>Forrest County<br/>Center</b> | Dr. Jana Causey                          | How PERS works<br>for you   |  |
| Anytime                     | Online  | Mentor Commons                           | 20 Minute Mentor<br>Commons<br>Subscription                                 | Step 1: Activate your 20-Minute Mentor Commons subscription<br>1. Go to<br><a href="http://www.magnapubs.com/sitelicense/registration.html?v=magna751">http://www.magnapubs.com/sitelicense/registration.html?v=magna751</a><br>2. Enter information in each of the required fields. In the Authorization Code box, enter our group Authorization Code PRCC721 and click Submit. |

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|      |               |             |       | <p>Please note: entering the Authorization Code is done only once.</p> <p>Step 2: Access the 20-Minute Mentor Commons library</p> <ol style="list-style-type: none"><li>1. Go to <a href="http://www.magnapubs.com/profile">http://www.magnapubs.com/profile</a></li><li>2. Enter your email address &amp; password &amp; click Submit. If you do not know or remember your account password, use "Forget your password?" to reset it.</li><li>3. On the left side of the screen, under My Account, My Online Access, select Subscriptions. The online content you have access to will be listed to the right. Click the appropriate link to view the content.</li></ol> <p>Please do not share the Authorization Code with anyone outside our campus community.</p> |