Academic Resources Conference 2018 #WSUARC18

Our Sponsors

- **The Office of the President**
- **The Graduate School**
- **The Media Resources Center**
- **Instructional Design and Access (a division of the MRC)**

General Schedule

TIME	ROOM	EVENT
8:15	Metroplex	Doors Open
8:45-9:00	MX 180	Opening remarks from Dr. Rick Muma
9:00-9:20	MX 180	Opening remarks from Dr. Kerry Wilks; housekeeping remarks from Dr. Carolyn Speer
9:30-4:30	MX 130	Labs open. Come-and-go all day. Skip a session, come between sessions, and/or come over lunch!
9:30-10:15	Various	Session One Breakouts
10:30-11:15	Various	Session Two Breakouts
11:15-11:45	MX 180	Lunch: Taco bar
12:00-12:30	MX 130	"Key Training" (Necessary training to get a key to the "gray media box" found in most classrooms. Necessary to connect a laptop to the projector in a classroom.
11:45-1:45	Various	Special lunch sessions, and/or lab time
2:00-2:45	Various	Session Three Breakouts
3:00-3:45	Various	Session Four Breakouts
4:00-4:30	MX 180	Closing Session
4:30-5:00	MX 130	"Key Training" (Necessary training to get a key to the "gray media box" found in most classrooms. Necessary to connect a laptop to the projector in a classroom.

How to choose your sessions

Today is designed to maximize your options for training. You will want to choose your schedule carefully, as some of the events overlap. We have 5 kinds of training opportunities for you to choose from:

- **Breakout Sessions:** There are four breakout sessions during the day. Each time slot has four different topics to choose from. You are welcome to go to any of the sessions throughout the day. Sessions One and Two each have a topic that is GTA recommended, but all attendees are welcome to come to these sessions, whether or not they are graduate students.

- **Special Lunch Sessions:** These are longer sessions, designed for a deeper dive on the chosen topic. You are welcome to go to one of these sessions, or if you prefer, you can use the long break to go to the Labs or the Sales Room. GTA's are required to attend the GTA Mandatory Session.

- **Key Trainings:** Many classrooms have a "gray media box" that requires a key. You can get a key by attending one of these two sessions today, but if you can't find time to attend a Key Training today, there are many other times scheduled for the main campus. Today's Key Trainings will be held in MX 130.

- **Labs:** MX 130 will host come-and-go lab time all day. You can get help from ITS's Desktop Support, ITS's Technology HelpDesk, IDA's Blackboard Lab, AAA's Accessibility Lab, and from the Library. The lab is open all day, even during Breakout Sessions, so schedule your day accordingly.

- **Sales Room:** MX 142 is where you can learn what materials you might need for your classrooms, and have a chance to buy some of them at a greatly reduced cost. We are set up to take credit/debit cards and to charge to and org/fund number. The Sales Room is staffed by Glenn Gunnels, and he can help you pick what cables and adapters you are likely to need for the term.

Session Tracks

Each Breakout Session is designated as being in a particular conference track. You may choose from any session, regardless what track it is in. You do not have to stay in the same track all day. If you choose to go to **three** sessions within one track, however, you will earn a digital credential in that track. Digital credentials will be awarded to you through the **Credly** service, and they will come to your WSU email address within a few days of the conference. Digital credentials contain information about the training you received, when and where you received it, and they can be shared on social media and on a digital resume or CV.

Our session tracks are:

➢ Teaching (5 available sessions, one session presented twice)

➢ Educational Technology (4 available sessions, one session presented twice)

➢ Accessibility (4 available sessions)

➢ Microsoft Basics (3 available sessions)

➢ Special Credential: "GTA Orientation, 2018" for GTA's who attend the GTA Mandatory Session.

Meet your presenters

This training conference would not have been possible without the generous support of many offices across campus. Your trainers today come from:

➢ **The Graduate School**: Dr. Kerry Wilks

➢ **Information Technology Services**: Ali Levine, Amy Belden, and the Desktop Support lab team

➢ **The Office of Diversity and Inclusion**: Brad Thomison

➢ **The University Libraries**: Aaron Bowen and Nathan Filbert

➢ **The Media Resources Center**: John Jones, Dr. Carolyn Speer, Dr. Freh Wuhib, Jay Castor, Taylor Moore, Glenn Gunnels, and the IDA and AAA lab teams and Sales Room

➢ **WSU Tech**: Cliff Nelson and Krystal Iseminger

Conference Website and Social Media

This conference has its own website where you can find digital versions of handouts and other supportive information. You can find us at https://www.wichita.edu/services/mrc/WSUARC/. We are also live tweeting this event. If you would like to join the conversation please use: **#WSUARC18**.

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Session Descriptions

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Opening Session: 8:45-9:20

MX 180	Welcome from Dr. Rick Muma followed by welcomes from Dr. Kerry Wilks and Dr. Carolyn Speer. Housekeeping remarks.

Session One: 9:30-10:15

MX 180	"Preparing to teach your first (ever!) college class." Presenters: John Jones. **This is a GTA Recommended Session.** Session topics: the syllabus and schedule, preparing for your first day, establishing authority, imposter syndrome. TRACK: "TEACHING"
MX 185	"Introduction to Panopto." Presenter: Jay Castor. Session topics: installing the Panopto recorder, recording a session, adding captions, provisioning your class for Panopto. TRACK: "EDUCATIONAL TECHNOLOGY"
MX 138	"Microsoft Tips and Tricks: Word." Presenter: Ali Levine. Session topics: customizing the Quick Access Toolbar, style formatting, modifying themes, format painter, working with images, SmartArt, inspection options, and more. TRACK: "MICROSOFT BASICS"
MX 137	"Accessibility in the face-to-face classroom." Presenter: Dr. Carolyn Speer. Session topics: accessible lectures, accessible in-class media, using in-class assistive technology. TRACK: "ACCESSIBILITY"
MX 130	Labs
MX 142	Sales room

Session Two: 10:30-11:15

MX 180	"Introduction to Blackboard." Presenter: Dr. Carolyn Speer. **This is a GTA Recommended Session.** Session topics: logging in to Blackboard, sending announcements and email, adding content, making assignments, getting help. NOTE: **This session will be repeated in the Session Four slot.** TRACK: "TEACHING"
MX 185	"Introduction to Zoom." Presenter: Jay Castor. Session topics: installing the Zoom app, getting a pro account if necessary, scheduling a Zoom meeting, recording a session. TRACK: "EDUCATIONAL TECHNOLOGY"
MX 138	"Microsoft Tips and Tricks: PowerPoint." Presenter: Ali Levine. Session topics: themes and templates, design settings, modifying master slides, SmartArt, working with images, animations, transitions, export options, inspection options, and more. TRACK: "MICROSOFT BASICS"
MX 137	"Introduction to Blackboard Ally." Presenter: John Jones. Session topics: what do the "dials" mean in my class? How do students get alternative formats? How do I use Ally to improve accessibility in my class? TRACK: "ACCESSIBILITY"
MX 130	Labs
MX 142	Sales room

Lunch (11:15-11:45)

MX 180	Join us for a taco bar buffet. You are welcome to take your lunch to a different room if you would like, but please bring your trash back to one of the larger trash receptacles. If you are attending the "Safe Zone" session in MX 138, you are welcome to take your lunch with you to that room.

Special Lunch Sessions: 11:45-1:45 (or as noted)

MX 180	"GTA Mandatory Session." **This session is REQUIRED for all GTA's**. Presenters: Dr. Kerry Wilks, John Jones, Dr. Carolyn Speer. Session topics: Mandatory policy review including Title IX and other relevant policies, accessibility at WSU, important student services.
MX 138 **NOTE: this session will start at 11:30.**	"Safe Zone." Presenter: Brad Thomison. Session topics: inclusive language, the process of coming out, the power of the straight ally, understanding sexual identity, how to respond to homophobic incidents.
MX 185	"Know your library." Presenters: Aaron Bowen and Nathan Filbert. Session topics: open access resources, embedded librarianship,

	curriculum mapping, citation searching, and library services for instructors.
MX 130 **NOTE: this session will run from 12:00-12:30**	"Key Training": Get your "gray media box" training and key so you can connect your laptop to classroom projectors. Presenter: Glenn Gunnels. TRACK: "EDUCATIONAL TECHNOLOGY"
MX 130	Labs
MX 142	Sales room

Session Three: 2:00-2:45

MX 180	"Introduction to accessibility at WSU." Presenters: Dr. Carolyn Speer and John Jones. Session topics: the legal situation, digital versus face-to-face accessibility, mandatory accessibility training at WSU, where to get help. TRACK: "ACCESSIBILITY"
MX 185	"Banner faculty grade entry, rosters, and more." Presenter: Amy Belden. Session topics: finding your roster and grade entry pane in Banner, entering mid-term and final grades. TRACK: "TEACHING"
MX 138	"Microsoft tips and tricks: Excel." Presenter: Ali Levine. Session topics: flash fill, sort and filter, tables, slicers, number formatting, scaling, inspection options, and more. TRACK: "MICROSOFT BASICS"
MX 137	"Digital accessibility." Presenter: Jay Castor. Session topics: using the accessibility checker in Microsoft products and Adobe, common problems and their mitigation, why accessibility matters, getting help. TRACK: "ACCESSIBILITY"
MX 130	Labs
MX 142	Sales room

Session Four: 3:00-3:45

MX 180	"Assignments, assessments, grading, cheating." Presenter: John Jones. Session topics: creating authentic assessments, managing your grading load, WSU's academic honesty policy. TRACK: "TEACHING"
MX 137	"The American classroom." Presenter: Dr. Freh Wuhib. Session topics: the nature of the American classroom. TRACK: "TEACHING"
MX 185	"Intermediate Blackboard." Presenter: Taylor Moore. Session topics: refresher on basics, the Grade Center, tests, assignment tools, settings, student preview, and groups. TRACK: "EDUCATIONAL TECHNOLOGY"
MX 138	"Introduction to Blackboard." Presenter: Dr. Carolyn Speer. Session topics: logging in to Blackboard, sending announcements and email, adding content, making

	assignments, getting help. NOTE: This is the same content as was presented in Session Two. TRACK: "TEACHING"
MX 130	Labs
MX 142	Sales room

Closing Session: 4:00-4:30

MX 180	Welcome from Dr. Rick Muma followed by welcomes from Dr. Kerry Wilks and Dr. Carolyn Speer. Housekeeping remarks.

Post-Conference Key Training: 4:30-5:00

MX 130	"Key Training": Get your "gray media box" training and key so you can connect your laptop to classroom projectors. Presenter: Glenn Gunnels. TRACK: "EDUCATIONAL TECHNOLOGY"