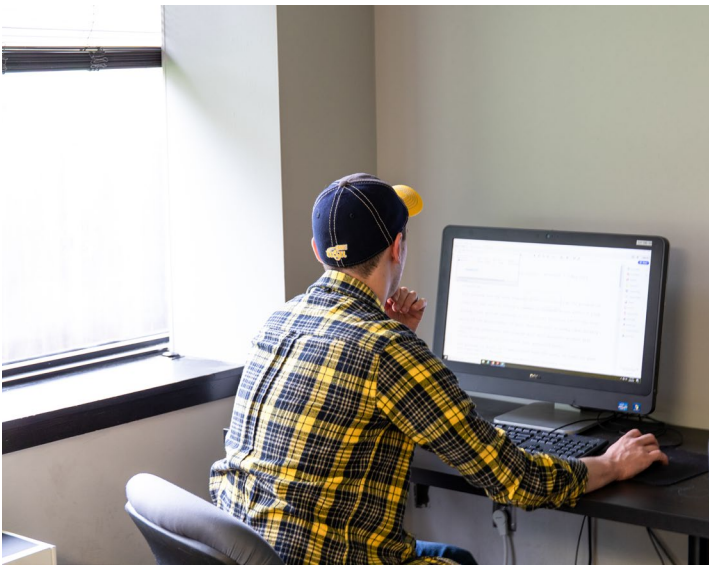


# Academic Resources Conference 2019

## #WSUARCC19



## Our Sponsors

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

# General Schedule, Day One: Pre-Conference (GTA Training and New WSU Faculty)

TIME	ROOM	EVENT
8:30-9:00	Metroplex	Check-in/Register for Graduate Students
9:00-10:00	MX 180	Dr. Kerry Wilks addresses the group on policies and important procedures
10:40-11:30	MX 180	Accessibility training for new instructors
11:30-12:15	MX 130	Lunch -- Also: Check-in/Register for New Faculty
12:20-1:10	Various	Pick one: Fundamentals of in-person teaching; Blackboard fundamentals; American Classroom Culture
1:20-2:10	Various	Pick one: Managing discussions; Blackboard Advanced, Efficient and effective grading
2:20-3:10	MX 180	Pick one: Efficient and effective grading; Blackboard fundamentals; Fundamentals of in-person teaching
3:15-3:30	MX 130	If you need a key for the gray box in your classroom: Media key training

# General Schedule, Day Two: Full ARC Conference

TIME	ROOM	EVENT
8:00-8:30	Metroplex	Check-in/Register. Late arrivals can register at any time during the day
8:30-9:30	MX 180	Opening remarks by Provost Muma and accessibility update (exceptions procedure) by John Jones
9:40-10:30	Various	Session One Breakout
10:40-11:30	Various	Session Two Breakout

11:30-12:30	MX 180	Lunch provided by Blackboard and remarks by Blackboard representative
12:40-1:30	Various	Session Three Breakout
1:40-2:30	Various	Session Four Breakout
2:40-3:30	Various	Session Five Breakout
3:40-4:30	MX 180	Closing session and prizes

## How to choose your conference day(s)

The ARC and its pre-conference are designed to maximize your options for training. What day should you go to?

- If you are a **new faculty member to WSU**, you should attend the afternoon of the pre-conference on **August 14**, and if you can, you should also attend the full-day training event on **August 15**. Both events are in the Metroplex.
- If you are a **new GTA**, you should attend the entire pre-conference on **August 14**, and if you would like, you are welcome to attend the full-day training event on **August 15**. Both events are at the Metroplex.
- If you are a **part-time or full-time instructor at WSU** and have taught for the University before, you should attend the full-day training event on **August 15** and do not need to attend the pre-conference.

## How to choose your sessions for the August 15<sup>th</sup> event

You will want to choose your schedule carefully, as some of the events overlap. We have 4 kinds of training opportunities for you to choose from on August 15<sup>th</sup>:

- **Breakout Sessions:** There are five breakout sessions during the day. Each time slot has six different topics to choose from. You are welcome to go to any of the sessions throughout the day. Generally speaking, the conference tracks are grouped by room, although scheduling difficulties kept us from having this be a hard-and-fast rule. In general, the tracks in in these rooms:

- MX 130: Video Production Track
  - MX 137: Accessibility Track
  - MX 138: Blackboard Track
  - MX 142: General Studies Track
  - MX 180: WSU Issues Track
  - MX 185: Microsoft Tips Track
- **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 132.
- **Labs:** MX 132 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 132 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:

- **Video Production** (5 available sessions): Learn about how to use Panopto, the One-Button Studio in the library, adding captions, and podcasting.
- **Accessibility** (5 available breakout sessions plus the opening session, which counts in this track): Learn about math and science accessibility, accessible face-to-face presentation, and the voluntary accessibility program.
- **Blackboard** (4 available sessions): Learn advanced Blackboard tips from IDA and also from other faculty members.
- **Microsoft Tips** (4 available sessions): Learn to be a Microsoft wizard with tips and tricks from Ali Levine.
- **General Studies** (6 available sessions): Learn all kinds of miscellaneous things from image manipulation to how to propose a class for the Lifelong Learning Program.
- **WSU Issues** (6 available sessions): Listen to panels from the Graduate School and Honors College and learn about Library services and resources.

## 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 and the Desktop Support lab team
- **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, John Hammer and the IDA and AAA lab teams and Sales Room
- **The Barton School of Business:** Dr. John Perry and Dr. Gery Markova.
- **Workforce, Professional, and Community Education:** Kimberly Moore.
- **The Honors College:** Dr. Kimberly Engber
- **The College of Health Professions:** Jennifer Anozie

## 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:

#WSUARC19.

## Detailed Schedule, Pre-Conference (August 14)

### Opening Session: 8:30-9:00

MX 180	Check-in/Register for new GTA's and any interested new faculty members
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### Session One: 9:00-10:30

MX 180	Welcome by the Dr. Wilks who will then address new GTA's on policies and important procedures for the University.
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### Session Two Accessibility Training: 10:40-11:30

MX 130	Comprehensive accessibility training for all new instructors. Topics include the legal situation at WSU, what accessibility is and means for the classroom, and how to present in an accessible way in all modalities..
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### Lunch 11:30-12:15

MX 180	Lunch, provided by the Graduate School
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### Session Three Breakout (Choose one to go to) : 12:20-1:10

MX 138	"Fundamentals of In-Person Teaching": Presenter, Dr. Carolyn Speer. In this session we will talk about establishing authority, dealing with disruption and imposter syndrome
MX 185	"Blackboard Fundamentals": Presenter, Taylor Moore. In this session we will learn how to login to Blackboard and find your class, how to upload materials, set announcements, and how to get more help.
MX 137	"The American Classroom Culture": Presenter, Dr. Freh Wuhib. In this session we will learn about what makes the American classroom and American students unique

	and how to handle differences you may find between American classroom culture and the culture of your home country.
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### Session Four Breakout (Choose one to go to): 1:20-2:10

MX 138	"Managing Discussions": Presenter, John Jones. In this session we will learn how to engage your students in meaningful and productive discussions.
MX 185	"Blackboard Advanced": Presenter, Taylor Moore. This session will build on the Blackboard Fundamentals session and show you more Blackboard functionality.
MX 137	"Efficient and Effective Grading": Presenter, Dr. Carolyn Speer. This session will cover how to think about organizing grading and how to grade in a way that will be useful to your students but not take you too much time.

### Session Five Breakout: 2:40-3:30

MX 138	"Fundamentals of In-Person Teaching": Presenter, Dr. Carolyn Speer. In this session we will talk about establishing authority, dealing with disruption and imposter syndrome. This is the same content as in Session Three.
MX 185	"Blackboard Fundamentals": Presenter, Taylor Moore. In this session we will learn how to login to Blackboard and find your class, how to upload materials, set announcements, and how to get more help. This is the same content as in Session Three.
MX 137	"Efficient and Effective Grading": Presenter, John Jones. This session will cover how to think about organizing grading and how to grade in a way that will be useful to your students but not take you too much time. This is the same content as in Session Three but with the dynamic John Jones instead of Carolyn Speer.

### Media Key Training (Optional): 3:15-3:30

MX 132	Presenter, Glenn Gunnels. If you are planning on using the media in your classroom, you will need a key. Attend this training and you will be able to get a key for the "gray box" in your classroom.
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## Detailed Schedule, Full Conference (August 15)

### Check-in/Register: 8:00-8:30

MX 180	Check-in/Register and grab a breakfast snack.
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## Opening Session: 8:30-9:30

MX 180	Welcome by Provost Muma, followed by Accessibility Exceptions procedure, John Jones. <b>NOTE:</b> Attendance at this session will count as the 2019-2020 required accessibility training for faculty.
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## Session One Breakout: 9:40-10:30

MX 130	"Intro to Panopto": Presenter: Taylor Moore. Session topics include: getting started with Panopto.
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Making math accessible": Presenter: Jay Castor. Session topics: Math accessibility issues.
MX 138	"Advanced Blackboard": Presenter, Freh Wuhib. Session topics include: Gradebook issues, running reports, customization.
MX 142	"Finding free images for classroom use": Presenter, John Hammer. Session topics: How to find free images to use in PowerPoint and Blackboard.
MX 180	Graduate School panel: Various Presenters.
MX 185	"Excel Tips and Tricks" Presenter: Ali Levine. Session topics: Excel tips and tricks.

## Session Two Breakout: 10:40-11:30

MX 130	"Advanced Panopto": Presenter, Taylor Moore. Session topics include: editing captions, renaming files, moving from term-to-term.
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Making Science Accessible": Presenter, Jay Castor. Session topics: Science accessibility.
MX 138	"Syllabus and Outcomes" Presenter: Gery Markova. Session topics: The WSU syllabus template and writing measurable outcomes.
MX 142	"Manipulating digital images" Presenter: John Hammer. Session topics: Working with digital images to fit them where you want them to go.
MX 180	Honors College panel: Various presenters including Dr. Kimberly Engber.
MX 185	"Excel Visual Data" Presenter: Ali Levine. Session topics: Working with Excel to present data in a visual way.



## Lunch 11:30-12:30

MX 180	Lunch Provided by Blackboard. Comments by Blackboard representative.
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## Session Three Breakout: 12:40-1:30

MX 130	"One-button studio" Presenters: Library and Freh Wuhib and a library representative. Session topics: What is the one-button studio and what do you do with the videos you create there?
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"HR training" Presenter: Sheryl Propst. Session topics: TBA
MX 138	"Using the Groups Tool" Presenter: John Perry. Session topics: Learn from a "seasoned professional" how the groups tool in Blackboard can be used and the limitations of its use.
MX 142	"Do you want to propose a badge class?" Presenters: Kim Moore and Carolyn Speer. Session topics: What the Badge Program is and how to propose a badge class.
MX 180	"College of Health Professions" Presenter: Jennifer Anozie et al. Session topics: TBA
MX 185	"PowerPoint Tips and Tricks" Presenter: Ali Levine. Session topics: Tips and tricks in PowerPoint

## Session Four Breakout: 1:40-2:30

MX 130	"Adding captions to video" Presenter: Taylor Moore. Session topics: How to add captions to Panopto and YouTube videos
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Face to Face Accessibility" Presenter: Carolyn Speer. Session topic: WSU expectations and recommendations for accessible presentation in a face-to-face setting
MX 138	"Blackboard test tools" Presenter: Freh Wuhib. Session topics: Using Blackboard's test tools to solve all kinds of problems, and not just in a testing situation
MX 142	"Web training for faculty who run pages" Presenter: Caleb Wilson. Session topics: Important information for anyone who puts information on the wichita.edu webpages
MX 180	"Library Services Training" Presenters: Aaron/Nathan. Session topics: Library services available to WSU faculty and staff

MX 185	"Word Tips and Tricks" Presenter: Ali Levine. Session topics: Tips and tricks in Word
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### Session Five Breakout: 2:40-3:30

MX 130	"Panopto for podcasting" Presenter: John Jones. Session topics: Using the Panopto tool for podcasting
MX 132	Labs, Key Training, Etc.: This room will be open for the full day. If you find that a session block doesn't have anything that meets your needs, stop by and get your questions answered! ITS, IDA, AAA, and Blackboard representatives will be available to help you, and you can also buy cables and adapters at a low cost from our sales table. If you need key training, mention it to Glenn at the sales table.
MX 137	"Voluntary Accessibility Program" Presenter: Carolyn Speer. Session topics: Go through the process to certify your course for accessibility!
MX 138	"Blackboard Rubrics Tool" Presenter: Taylor Moore. Session topics: How to use the rubrics tool in Blackboard.
MX 142	"Teaching for the Lifelong Learning Program" Presenter: Kim Moore. Session topics: What is the Lifelong Learner program and how can you teach in it?
MX 180	"Library Resources (including OER) Training" Presenters: Aaron/Nathan. Session topics: A review of WSU library resources for faculty and staff
MX 185	"Remediating Legacy Documents" Presenter: Heather Merchant. Session topics: Do you have inaccessible "legacy" documents? This session will explain to you what your options are to improve them. Good for both faculty and staff.

### Closing Session: 3:40-4:30

MX 180	Closing Remarks: OER and other free resources, intros, and prizes.
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### Reminder about digital credentials!

You can receive digital credentials from the fullconference (the 15<sup>th</sup>), and they are awarded by email from Credly. In order to earn a credential, you will need to go to **three sessions in a particular track**. The possible credentials are:

- Video Production
- Accessibility
- Blackboard
- General Studies
- WSU Issues
- Microsoft Tips
- Whole Conference Attendance

NOTE: Attendance at the opening session with John Jones will constitute the necessary participation in the 2019-2020 mandatory accessibility training for faculty. Faculty do

NOT have to earn the "Accessibility" digital credential as well in order to meet this standard. The Accessibility digital credential is something extra for interested parties.