

Workshop Descriptions

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WEB DEVELOPMENT

The UCC provides training and support for faculty, staff, and students who are working on university departmental, organizational, or instructional web sites. These workshops are designed to assist all levels of web developers, from beginner to advanced.

Introduction to Dreamweaver

Instructor: Sherri Brannon

This workshop covers the extensive list of windows, palettes and inspectors that Dreamweaver provides for creating usable web pages. This level not only includes the basics and enables users to become familiar with Dreamweaver as they use the program to create a simple web page.

[Register for this Workshop](#)

Workshop Handout - Coming Soon

Intermediate Dreamweaver

Instructor: Sherri Brannon

If you are responsible for publishing and maintaining a site for course or departmental use, this level is for you. We will go beyond the basics to tips and tricks including working with images, frames, and web publishing.

Suggested prerequisite: Introduction to Dreamweaver

[Register for this Workshop](#)

Workshop Handout - Coming Soon

Introduction to Fireworks

Instructor: Sherri Brannon

This workshop deals with both vector objects and bitmap images for creating Web graphics. The interface, tools and palettes are used to create images and objects on a basic level. Optimizing the image for minimum download time is essential and covered on this level.

Suggested prerequisite: Introduction to Dreamweaver

[Register for this Workshop](#)

[Workshop Handout](#)

Intermediate Fireworks

Instructor: Sherri Brannon

After a quick review of topics covered in the Fireworks introduction, we will go through a series of exercises for creating logos, banners and rollover buttons for your Web pages. A specific web site should be in mind if you take this workshop so we can execute useable images for your pages. We go beyond web site work to cover hotspots, slicing and animated gifs.

Suggested prerequisite: Introduction to Dreamweaver and Introduction to Fireworks

[Register for this Workshop](#)

[Workshop Handout](#)

Introduction to Web Graphics

Instructor: Sherri Brannon

This workshop will give you the essential facts to understand how to create and use visual elements in your web-enhanced courses and web pages. Emphasis is on understanding visuals and graphics as part of the design process.

Suggested prerequisites: Introduction to Fireworks

[Register for this Workshop](#)

[Workshop Handout](#)

ONLINE DOCUMENTATION

The following workshop will be taught using Adobe Acrobat 5.0 PDF writer. Adobe Acrobat Writer allows you to convert documents to Adobe Portable Document Format (PDF), preserve documents exactly as intended, and share them online.

Introduction to Adobe Acrobat 5.0 PDF Writer

Instructor: Amanda Athey

This workshop will cover the basics of Adobe Acrobat 5.0 such as converting documents to Portable Document Format (PDF) which can be presented online.

Suggested prerequisite: Introduction to Microsoft Word

[Register for this Workshop](#)

[Workshop Handout](#)

MICROSOFT OFFICE

The following workshops will be taught in the updated MS Office 2000 environment; however, all topics covered in the MS Office workshops will be applicable in older versions. All users are encouraged to attend, regardless of the current MS Office environment on their computer workstations.

Using Microsoft Word

Instructor: Jeannette Hryniewich

A closer look at MS Word formatting "behind the scenes." Designed for users with basic word processing application knowledge.

Suggested prerequisite: Basic MS Word Knowledge

[Register for this Workshop](#)

Workshop Handout - Coming Soon

Introduction to Microsoft Excel

Instructor: Joe Autin

Designed for first time users to spreadsheets, this session will cover the creation and saving of a spreadsheet; numbers, labels, and simple formulas; formula copying; default and absolute cell naming; chart wizard.

[Register for this Workshop](#)

[Workshop Handout](#) | [gradebook2.xls](#)

Intermediate Microsoft Excel

Instructor: Joe Autin

Inserting a spreadsheet into an MS-WORD document (using several methods); document linking (providing automatic updates in the secondary document); importing data files through the Import Wizard.

Suggested prerequisite: Introduction to Microsoft Excel

[Register for this Workshop](#)

[Workshop Handout](#) | [gradebook2.xls](#)
[parentheses.txt](#) | [3_Sheets.wk4](#)
[Fixed_data.txt](#) | [tab_data.txt](#)

Microsoft Excel Special Topics

Instructor: Joe Autin

Special tips for displaying parts of a spreadsheet, using special formatting techniques, and special printing techniques.

Suggested prerequisite: Introduction to Microsoft Excel and Intermediate Microsoft Excel

[Register for this Workshop](#)

[Workshop Handout](#)
[Excel_data.xls](#) | [pivot_data.xls](#)
[excel_stats.xls](#)

Introduction to Microsoft Power Point

Instructor: Laurie Belindo

Designed for first time users to presentation tools; Creating and editing bulleted slides, incorporating Clip Art in a slide, using Design Templates, basic text effects, animation, and running a slide show.

Suggested prerequisite: Basic Computer Knowledge

[Register for this Workshop](#)

[Workshop Handout](#)

Microsoft Power Point Special Topics

Instructor: Laurie Belindo

Topics to be covered include adding multimedia such as sounds and movies to your Power Point slides, as well as adding transitions, animated objects, hyperlinks, and action buttons. The workshop will also cover how to setup, rehearse, and view your slide show including emailing a presentation, and saving it as a web page.

Suggested prerequisite: Introduction to Microsoft Power Point

[Register for this Workshop](#)

[Workshop Handout](#)

Introduction to Microsoft Access

Instructor: Michelle Gilder

An introduction to database design; How to create and modify tables; Understand and use filters.

[Register for this Workshop](#)

[Workshop Handout](#)

Intermediate Microsoft Access

Instructor: Michelle Gilder

How to import and export database tables; Introduce query building: simple or compound.

Suggested prerequisite: Introduction to Microsoft Access

[Register for this Workshop](#)

[Workshop Handout](#)

Advanced Access

Instructor: Michelle Gilder

Create simple reports and forms constructed with Wizard or from scratch; Construct forms with table-lookup feature, automatic fill-in, and summarizing controls.

Suggested prerequisite: Introduction to Microsoft Access and Intermediate Microsoft Access

[Register for this Workshop](#)

[Workshop Handout](#)

Introduction to Microsoft Outlook

Instructor: Nick Cutrera

Learn how to use the robust features of Microsoft Outlook, including e-mail, calendar, tasks, journal, and notes.

[Register for this Workshop](#)

[Workshop Handout](#)

STATISTICS APPLICATIONS

The following workshops are available to all faculty, staff, and graduate students. Graduate Coordinators and Department Deans are encouraged to take advantage of this opportunity for their students, faculty, and staff.

Introduction to SPSS PC

Instructor: Tunde Odusami

An introduction to the base statistical procedures in SPSS PC (Windows).

[Register for this Workshop](#)

Workshop Handout - Coming Soon

Intermediate SPSS PC

Instructor: Tunde Odusami

This course builds on the basics learned in *Introduction to SPSS PC*, by providing a specific example of how to use SPSS to extract and perform statistical tests on survey data. In particular we will use sample data from the GSS (General Social Survey) data set to demonstrate the procedures.

Suggested prerequisite: Introduction to SPSS PC

[Register for this Workshop](#)

Workshop Handout - Coming Soon

Introduction to SAS PC

Instructor: Tunde Odusami

Getting started with the Windows based statistical program.

[Register for this Workshop](#)

Workshop Handout - Coming Soon

Intermediate SAS PC

Instructor: Tunde Odusami

This course builds on the basics learned in Introduction to SAS PC by providing a specific example of how to use SAS to extract and process data from specialized databases, such as CRSP.

Suggested prerequisite: Introduction to SAS PC

[Register for this Workshop](#)

Workshop Handout - Coming Soon

BLACKBOARD E-LEARNING PLATFORM/COURSE DEVELOPMENT

Blackboard is a Web-based learning, discussion, and class administration tool designed specifically for faculty that provides a secure, pre-made web site for a class. Instructors can create their class web sites without learning HTML or complex tools. Blackboard courses can be made accessible only to the people registered in the class. The following workshops are available to all faculty and teaching assistants.

Introduction to Blackboard

This workshop will introduce you to the Blackboard learning system environment including course navigation, course settings, course design, course copy utility**, and adding content such as announcements, faculty information, course information, course links*, and course documents (folders, attachments, media, links, etc.). The workshop will also explain the course creation and student enrollment automation process.

Prerequisite: Basic Computer Knowledge

* Topics marked with * are new features in Blackboard version 6.0.

**The course copy utility is a new feature that allows instructors to copy part of or their entire course into another course he/she is teaching. Please be sure to familiarize yourself with this tool either by attending the workshop or through the documentation since it will be the method used to copy content into your semester specific shell each semester.

[Register for this Workshop](#)

[Workshop Handout](#)

Blackboard 6.0 - Communication Tools

This workshop will focus on the communication tools available in the Blackboard Learning System. Participants will learn how to use the tools listed below as an instructor, as well as gain an understanding of how their students will interact with the tools. Topics to be covered include:

- Using the Discussion board (creating forums, posting threads, reading/replying, archiving, etc)
- Sending Email
- Collaboration tool - Using the new virtual classroom and the lightweight chat option

Prerequisite: Introduction to Blackboard 6.0

[Register for this Workshop](#)

[Workshop Handout](#)

Blackboard 6.0 - Understanding Assessments

Blackboard 6.0 offers new and improved ways to manage tests and assignments. This workshop will cover:

- The Test/Survey creation process*
- Adding and removing tests/surveys from content areas*

Prerequisite: Introduction to Blackboard 6.0

*Topics marked with * are new features in Blackboard version 6.0.

[Register for this Workshop](#)

[Workshop Handout](#)

Blackboard 6.0 - Working with Pools

This workshop will go over how to create a question pool from scratch, how to create a pool from an

assessment, uploading and downloading pools, and creating assessments that pull random questions from pools.

Prerequisite: Introduction to Blackboard 6.0 and Blackboard - Understanding Assessments

[Register for this Workshop](#)

[Workshop Handout](#)

Blackboard 6.0 - Using the Online Gradebook

This workshop covers basic gradebook layout, creation of gradebook items, weighting grades, updating/entering grades, exporting the gradebook, and much more. A basic knowledge of using assessments in Blackboard is necessary.

Prerequisite: Introduction to Blackboard 6.0 and Blackboard - Understanding Assessments

*Topics marked with * are new features in Blackboard version 6.0.

[Register for this Workshop](#)

[Workshop Handout](#)

LIBRARY ELECTRONIC RESOURCES

UNO's Earl K. Long Library offers access to a wide range of electronic resources, including periodical indexes, electronic journals, electronic books, and statistical and numeric databases. The UCC sponsors workshops conducted by Reference Librarians that are designed to assist the UNO community in learning how to both access these resources and how to search them effectively to find what useful information. Faculty are encouraged to share what they learn in these workshops with their students.

Electronic Resources @ the UNO Library

Instructor: Beth Namei

This workshop will introduce you to the newest electronic resources available via the library's Web site. Specific emphasis will be on the latest changes to the Library's Web site and database collections. You will also learn some helpful tips for locating "full-text" journal articles online and how to identify what is available at the UNO Library and how to find and order items we do not own, all from the comfort of your home or office.

Suggested Prerequisite: Basic Computer Knowledge

[Register for this Workshop](#)

PEOPLESOFT

The PeopleSoft Initiative for the 21st Century (PSI 21) is a project to bring state-of-the-art administrative computing to the University of New Orleans. As an integral part of this important project for UNO, the UCC provides PeopleSoft training and support to all staff and faculty.

Please visit <http://pstrain.uno.edu> for Peoplesoft Workshop Descriptions and Registration.

INSTRUCTIONAL MEDIA

Instructional Media & Technology is a division of the University that provides media and audio-visual support for faculty, staff and students through the departments of Media Resources and Media Productions. As part of University Computing and Communications, Instructional Media offers workshops to familiarize UNO faculty and staff with equipment in Media Resources, Compressed Video facilities, and Smart Board.

Introduction to Classroom Technology

Instructors: Charlotte Lewis, Mike Adler, Eric Anderson

An overview of Media Resources' audio visual equipment and classroom facilities support available on campus (LCD projectors, DVD/ VCR's, etc.) and Media Productions' services and compressed video and presentation classrooms and facilities available to faculty and staff.

This workshop is held in LA250. Call Instructional Media & Technology at x3-6101 or email cklewis@uno.edu to schedule an appointment.

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