

# Instructional Technology Day

Doing more with less: Incorporating new technology to make your life easier!

Tuesday May 16, 2023

Alcuin Library and Dietrich Reinhart Learning Commons

Learning Commons 378 has been reserved for the day as an informal meeting space, with an Instructional Technology Specialist and/or a Help Desk volunteer available all day to meet with faculty and staff to answer questions or just to chat. A special thank-you to the Library for providing refreshments!

The morning sessions are intended for those who want an introduction, overview, or basic instruction on a topic:

	CLASSROOM TOOLS	PRODUCTIVITY ENHANCERS	ACCESSIBILITY
8:30am – 9:20am	Technology Integration Assignments and Prototypes (Kling Lab)	File sharing with OneDrive (Alcuin 365)	
9:30am – 10:20am	Hive – How should I be using it? (Alcuin 365)	Getting Started with Microsoft Teams (Kling Lab)	The Benefits of Universal Design for Learning: Meeting Both Student and Instructor Goals in the Modern Classroom (Learning Commons 381) <b>Attending this session counts toward the <a href="#">Inclusive Pedagogy Practitioner Certificate</a></b>
10:30am – 11:20am	Erica Stonestreet and Yvette South -led workshop on using generative AI in assignments (Kling Lab)		

**Lunch** (covered by IT Services) will be 11:30-1pm in the [SJU Refectory](#) for those who register by April 28.

The afternoon sessions are meant for those who want to go deeper:

	CLASSROOM TOOLS	PRODUCTIVITY ENHANCERS
1:00pm – 1:50pm	The universal Canvas template: Introduction to it and feedback from faculty who've implemented it (Kling Lab)	
2:00pm – 2:50pm	Designing Your Canvas Course (Alcuin 365)	Advanced Teams Topics: O365 App Integrations & Tools (Kling Lab)
3:00pm – 3:50pm	Canvas Working with Speedgrader and Grading (Alcuin 365)	ChatGPT for productivity (Kling Lab)

## **Accessibility Session:**

### The Benefits of Universal Design for Learning: Meeting Both Student & Instructor Goals in the Modern Classroom

**Learning Commons 381**, presenter: Emily J. Helft, Ed.S., Assistant Director of Professional Development (9:30-11:20am)

Universal Design for Learning (UDL) is becoming a well-known approach to teaching and learning in the modern classroom. While it is highly beneficial for learners, many educators are not aware of the benefits of UDL for them as instructors, which can reduce buy-in and motivation around this approach to teaching. This workshop will aim to cover the foundations of UDL with an emphasis on its benefits for both the student and instructor. Numerous strategies and suggestions will be offered to aid in real world implementation; emphasis will be placed on motivation for mutual student and instructor learning goals, as well as realistic application suggestions for the higher education classroom.

**Attending this session counts toward the [Inclusive Pedagogy Practitioner Certificate](#)**

## **Classroom Tools Sessions:**

### Technology Integration Assignments and Prototypes

**Kling Media Lab**, instructor: Ethan Wittrock (8:30 am – 9:20 am)

In this session, Instructional Technology Specialists will share a few examples of technology integration assignments that were designed in partnership with librarians and faculty members. We will share some specific examples and faculty testimonials as well as discuss new assignments and prototypes from this past academic year. This session is designed for faculty who might be interested in learning more or trying a technology integration assignment in future classes.

### Hive – How Should I be Using It?

**Alcuin 365**, instructor: Cathy Robak (9:30 am – 10:20 am)

In this session work hands on in the Hive. Work with setting up your profile, adding office hours, flags and notes, and viewing your student information.

### Erica Stonestreet and Yvette South-led workshop on using generative AI in assignments

**Kling Lab**, instructor: Erica Stonestreet and Yvette South (10:30 am – 11:20 am)

In this session Erica Stonestreet and Yvette South will share their experiences in using Generative Ai in the class and their assignments, what worked and what they learned. We will have time to brainstorm the possibilities of how Generative Ai can be integrated in the classroom. Instructional Technologist and Librarians will be available to help with questions.

### The universal Canvas template: Introduction to it and feedback from faculty who've implemented it

**Kling Lab**, instructor: Adam Konczewski (1:00 pm -1:50 pm)

In the Spring semester few faculty have been piloting Canvas template designed by a student working in Instructional Technology. Participants will learn what worked, what could be changed and how students used it and whether it actually made a difference.

### Designing your Canvas Course

**Alcuin 365**, instructor: Cathy Robak (2:00 pm – 2:50 pm)

In this hands-on training you will use the different tools/functions available in Canvas to design a course that keeps students engaged. We will cover how to use a front page versus modules, the syllabus tool, calendaring, and much more!

### Canvas Working with Speedgrader and Grading

**Alcuin 365**, instructor: Cathy Robak (3:00 pm – 3:50 pm)

In this hands-on training you will use Speedgrader to grade an assignment, utilize annotating tools, make comments on assignments and see what the many other options are available.

### **Productivity Enhancers Sessions:**

#### File sharing with OneDrive

**Alcuin 365**, instructor: Cathy Robak (8:30 am – 9:20 am)

In this session you will get to know One Drive, how to use it by uploading, editing and sharing files.

#### Getting Started with Microsoft Teams

**Kling Lab**, instructor: Joshua Akkerman (9:30 am – 10:20 am)

Part of the Office 365 package, Microsoft Teams is a collaborative tool allowing everyone in a 'team' to communicate directly with each other and share documents in a common space. In this session faculty and staff will learn what Microsoft Teams is, how to create a team and see a brief demonstration of how to use the software.

#### Advanced Teams Topics: O365 App Integrations & Tools

**Kling Lab**, instructor: Joshua Akkerman (2:00 pm - 2:50 pm)

Attend this session and learn how Microsoft Teams works with and collaborates with other O365 apps. In this session faculty and staff will learn what Microsoft Teams is and start looking into a few more features that Teams has to offer. It is recommended that you take the Starting with Microsoft Teams session prior to this one.

#### ChatGPT for productivity

**Kling Lab**, instructor: Adam Konczewski and Bennett Frensko (3:00 pm - 3:50 pm)

This session is open for everyone. Adam and Bennett will share some tips how to use Generative Ai in the daily workflow regardless if your work is in the academic or non-academic department.