# Summer Tech School 2008 – Schedule (revised)

**May 28 – 29: New Horizons**
- Microsoft Office 2007  (New Horizons) - Goodrich 101

**June 2 - 17: STS I**
- June 2:  Welcome to Leopard  (Macie) | 10:00-11:30am | Hays 003
- June 3:  Welcome to Leopard  (Macie) | 10:00-11:30am | Hays 003
- June 4:  Welcome to Moodle  (Monica)  | 10:00-11:30am | Hays 003
- June 5:  Wabash Website Management  (Brad) | 10:30-11:30am | Hays 003
- June 6:  Microsoft Office 2008 for Mac  (Macie) | 10:00-11:30am | Hays 003
- June 10:  Welcome to Photoshop CS3  (Jeana) | 10:00-11:30am | Hays 003
- June 11:  Working from Home  (Mike) | 10:30-11:30am | Library Basement Comp. Lab
- June 12:  Welcome to iPhoto '08  (Jeana) | 10:00-11:30am | Hays 003
- June 13:  Office 2007 Overview  (Mike) | 10:00-11:30am | Hays 003
- June 17:  Advanced Moodle  (Monica) | 10:00-11:30am | Hays 003

**July 7 – 18: STS II**
- July 7:  Welcome to Photoshop CS3  (Jeana) | 10:00-11:30am | Hays 003
- July 8:  Office 2007 Overview  (Mike) | 10:00-11:30am | Hays 003
- July 8:  Moodle Course Management for Faculty, Pt I (Monica) | 1:30-3:00pm | Hays 003
- July 9:  Welcome to Leopard  (Macie) | 10:00-11:30am | Hays 003
- July 10:  Moodle Course Management for Faculty, Pt II (Monica) | 10:00-11:30am | Hays 003
- July 10:  Backing up your Windows Computer  (Quentin) | 1:30-2:30pm | Hays 003
- July 11:  Microsoft Office 2008 for Mac  (Macie) | 10:00-11:30am | Hays 003
- July 14:  Advanced Leopard  (Macie) | 10:00-11:30am | Hays 003
- July 14:  Office 2007 Overview  (Mike) | 1:30-3:00pm | Hays 003
- July 15:  Documenting Processes and Procedures  (Brad) | 10:00-11:30am | Hays 003
- July 15:  Word 2007 Topic: Mail Merge  (Mike) | 1:30-3:00pm | Hays 003
- July 16:  Welcome to InDesign CS3  (Kim Johnson) | 9:00am-12:00pm | Hays 003
- July 16:  Digital Cameras/Photography  (Kristen Wilkins) | 1:30-3:30pm | Goodrich 101
- July 17:  Intermediate Photoshop CS3  (Kristen Wilkins) | 9:00am-12:00pm | Hays 003
- July 21:  Moodle Course Management for Faculty, Pt I (Monica) | 10:00-11:30am | Hays 003
- July 22:  Moodle Course Management for Faculty, Pt II (Monica) | 10:00-11:30am | Hays 003

**August 4 – 22: STS III**
- Aug 4: Moodle Course Management for Faculty, Pt I (Monica) | 10:00-11:30am | Hays 003
- Aug 6:  Microsoft Office 2008 for Mac  (Macie) | 10:00-11:30am | Hays 003
- Aug 6:  Moodle Course Management for Faculty, Pt II (Monica) | 1:30-3:00pm | Hays 003
- Aug 7:  ICI Instructional Technology Summit at DePauw University
- Aug 8:  Office 2007 Overview  (Mike) | 10:00-11:30am | Hays 003
- Aug 8:  Welcome to Picasa  (Jeana) | 1:30-3:00pm | Library Basement Comp. Lab
- Aug 11:  Welcome to Leopard  (Macie) | 1:30-3:00pm | Hays 003
- Aug 12:  Using Moodle for Groups and Organizations (Monica) | 10:00-11:30am | Hays 003
- Aug 12:  iTunes U  (Jeana) | 1:30-3:00pm | Hays 003
- Aug 14:  Wabash Website Management  (Brad) | 10:00-11:30am | Hays 003
- Aug 14:  Advanced Leopard  (Macie) | 1:30-3:00pm | Hays 003
- Aug 18:  Creating Personal Webpages (Monica) | 1:30-3:00pm

- Aug 19: [Moodle Course Management for Faculty, Pt I](#) (Monica) | 10:00-11:30am | Hays 003
- Aug 19: [Moodle Course Management for Faculty, Pt II](#) (Monica) | 1:30-3:00pm | Hays 003
- Aug 21: [Using Moodle for Groups and Organizations](#) (Monica) | 10:00-11:30am | Hays 003
- Aug 22: Closing reception | 2:00-4:00pm | Baxter Hall - Rogge Lounge

# Summer Tech School 2008 - Course Descriptions

**Advanced Leopard**  (1.5 hours)
This course will give you a hands-on tutorial of the powerful new tools in Leopard.  We will go in-depth with features that will help you organize your workspace - and even your life!  Topics include:  the integration of Mail, iCal, Address Book, and iChat; Spaces; Boot Camp; tips for setting effective preferences; and answering your questions about getting the most out of your new operating system.  It is recommended that users first take the "Welcome to Leopard" class before attending this one. For Mac users.  Instructor:  Macie Rudoff


**Backing up Your Windows Computer** (1 hour)
In this course we'll look at tools to safely back up files on your computer. Topics will include saving to the network, archiving files to CD or DVD, and options for external hard drives.  For Windows users.  Instructor:  Quentin Dodd


**Creating Personal Webpages** (1.5 hours)
Creating and managing a personal web site using Dreamweaver. Learn how to build a basic web page: select fonts, change format, work with images, insert photos, use tables, activate hyperlinks, update pages, and apply general web protocol. For Windows users. Instructor:  Monica Brainard


**Digital Cameras/Photography** (2 hours)
This course will cover the basic features and file types of digital cameras (both dSLR and point-n-shoot), tips for shooting better pictures, simple lighting techniques, general workflow tips, and ways to get the best prints.  Bring your cameras for our hands-on workshop!  In your registration, please specify what kind of camera you use.  For photography enthusiasts of all levels!   Instructor:  Kristen Wilkins


**Documenting Processes and Procedures** (1.5 hours)
Documenting procedures and processes has many benefits.  Good documentation helps to ensure processes are done consistently over time and among different people; it helps identify any systemic inefficiencies; and it provides a valuable resource for others should tasks need done when you are on vacation or out of the office.  In this workshop we'll discuss how to write such documentation, both from a general "what to document" standpoint, as well as the technical process of capturing and marking up screen shots.  For Windows users.  Instructor:  Brad Weaver


**Intermediate Photoshop CS3**  (3 hours)
This course is for faculty/staff who have some experience with Photoshop but would like to learn some new tricks to sharpen their skills.  Topics will include layers and layer masks, advanced selection tools, and advanced color adjustments.  Bring your favorite images to try these techniques on!  If you have special Photoshop needs, please include them in your registration.  For Mac and Windows users.  Instructor:  Kristen Wilkins

**iTunes U**  (1.5 hours)
iTunes U is replacing the Virtual Media Reserves - come  see how to access and manage your course multimedia assets using iTunes U.  For Mac and Windows users.  Instructor:  Jeana Rogers


**Microsoft Office 2007/Word 2007 Training from New Horizons** (4 hours)
New Horizons, a technology training firm in Indianapolis, will give four half-day workshops at Wabash.  The training session will focus on Microsoft Word 2007, but the discussions of the new Office 2007 interface will be applicable to Excel and PowerPoint as well.  Click here to sign up, and for more information about the workshop.  Click here for an outline of the course.


**Microsoft Office 2008 for Mac** (1.5 hours)
This course will provide an overview of the biggest changes you'll notice as you upgrade from Office 2004 to Office 2008.  We will discuss new features such as the Word publishing layout and SmartArt graphics, and we will also discuss many of the Word and Excel features that will be lost.  This class is recommended for those who are planning to upgrade and for those who are still deciding when they want to upgrade.  For Mac users.  Instructor:  Macie Rudoff


**Moodle Course Management for Faculty, Part I** (1.5 hours)
Moodle will replace Blackboard this fall as Wabash's course management system.  This session is designed to introduce Wabash faculty to the new layout and features available. Topics will include: how to update your profile, a tour of the layout, editing icons, how to upload files, how to link files, and email options available.  For Mac and Windows users.  Instructor: Monica Brainard


**Moodle Course Management for Faculty, Part II** (1.5 hours)
The Advanced Moodle session is designed for faculty who have attended Welcome to Moodle or Moodle Course Management for Faculty, Part I (or were part of last semester's Moodle Pilot). The session will include the following topics: how to create a quiz, test, and survey, overview of the gradebook, adding feedback, taking attendance, using Forums, Wikis, Blogs, and more within Moodle. For Mac and Windows users.  Instructor: Monica Brainard


**Office 2007 Overview** (1.5 hours)
This course is strongly recommended for all Windows users who will be upgrading to Microsoft Office 2007 this summer, but did not attend the training sessions in May.  It will provide an overview of the biggest changes you'll notice as you upgrade from Office 2003 to Office 2007.  For Windows users. Instructor:  Mike Heinold


**Podcast Producer** (2 hours)
Learn how to capture, encode, and publish high-quality podcast and video for your class or event.  Learn to use the built-in workflows to distribute your recordings to iTunes, blogs, and video-capable cell phones.  For Mac and Windows users.  Instructor:  Jeana Rogers

**Using Moodle for Groups and Organizations** (1.5 hours)
Moodle will replace Blackboard this fall as Wabash's course management system.  This session is designed to introduce Wabash faculty and staff to the new layout and features available. Topics will include: how to update your profile, a tour of the layout, editing icons, how to upload files, how to link files, and email options available.  For Mac and Windows users.  Instructor: Monica Brainard


**Wabash Website Management** (1 hour)
This course will provide an overview of how to manage a department's or organization's web page on the Wabash website using the Wabash Content Management System.  For Mac and Windows users. Instructor:  Brad Weaver


**Welcome to InDesign CS3**  (3 hours)
Get hands-on InDesign CS3 training for Windows or Mac!  Learn the basics as we explore InDesign and create a new publication.  Not sure where to start?  This course will include set-up, text and graphic placement and manipulation, and layout tips.  Please specify Windows or Mac when registering. For Mac and Windows users. Instructor:  Kim Johnson


**Welcome to iPhoto '08** (1.5 hours)
This course will demonstrate basic image editing and management for Mac users with iPhoto '08.  For Mac users.  Instructor:  Jeana Rogers


**Welcome to Leopard**  (1.5 hours)
This course is strongly recommended for all Mac users who will be upgrading to Leopard this summer.  It will provide an overview of the biggest changes you'll notice as you upgrade from OS 10.4 (Tiger) to OS 10.5 (Leopard).   The overview will cover changes to Finder, the Dock, and connecting to network servers.  We will also discuss how you can set up automatic backups using Time Machine, and what you'll need to know about working off-campus.  For Mac users.  Instructor:  Macie Rudoff


**Welcome to Photoshop CS3**  (1.5 hours)
This course will cater to faculty/staff with limited experience with Photoshop on Windows and Mac computers. This course will cover the basics of a few image file types, automatic level adjustments, manual adjustment of the image size/resolution, crop, rotate, and minor spot editing such as red eye removal and saving for the web.  Please specify Windows or Mac when registering.  For Mac and Windows users.  Instructor: Jeana Rogers


**Welcome to Picasa**  (1.5 hours)
This course will demonstrate basic image editing and management for Windows users with Picasa.  Picasa is a free program that is already installed on your computer.  For Windows users.  Instructor: Jeana Rogers

**Word 2007 Topic:  Mail Merge** (1.5 hours)
This course will demonstrate the basic mail merge process for Windows clients using Microsoft Word 2007.  For Windows users.  Instructor:  Mike Heinold


**Working From Home**  (1 hour)
This course will discuss the Wabash resources available to faculty/staff from their personal home computer, and show participants how to connect to servers, configure an email client, and evaluate options for transferring files.  For Windows users.  Instructor:  Mike Heinold