

University Center for Training and Development

February 2012 Workshops

Professional Development Workshops:

Tour the New Recreation Center at the East Gym. Wednesday, 2/1 from noon - 1 pm. Meet in the Recreation Center Lobby.

Take an hour to see the newly renovated Recreation Center and investigate the new activity options available to faculty/staff, affiliates and community members. Our staff will give you a guided tour of the facility, highlight new programs and services, as well as answer all of your membership questions. Stops on the visit will highlight the new fitness center, dedicated Wellness Services Suite, the pool, gymnasium, multipurpose rooms, locker rooms and the Outdoor Pursuits Rental Center. You can even grab a quick lunch at Member Services and relax in the center's lounge. Let us help you achieve your health & fitness goals in 2012.

Grant Writing. Wednesday, 2/8 from 9 am – noon in Room UU-121.

The basics of Grant Writing (requires no previous experience) will look at: the major components of common grant proposals, the general questions you will have to think about/address when developing a grant proposal, the types of ideas/projects that you are working on or thinking about, and the location of potential funding sources.

Home Energy Education. Wednesday, 2/8 from 11:30 am – 12:30 pm in Room UUW-324.

Learn how to save energy dollars and increase comfort in your home through the financial incentives available through the Green Jobs Green New York Program. Bring one copy of each of your energy bills (heating and electric) to sign up for a free or reduced cost comprehensive home energy assessment right at this workshop, organized by the Energy Leadership Program of Cornell Cooperative Extension of Broome County.

Book Review: Don't Sweat the Small Stuff. Wednesday, 2/22 from 10:30 – 11:30 am in Room UU-122.

Simple Ways to Keep Your Cool in Stressful Times. A review of the book by Richard Carlson.

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Technical Workshops:

Oracle:

Usages. Wednesday, 2/1 from 1 – 2 pm in Room LNG-112.

Attendees will learn how to input pre-approved expenditures into the BU Oracle Business System and release them for cost distribution in Oracle Projects. Note: This course is intended only for personnel in departments that provide chargeback goods/services.

Labor Distribution. Tuesday, 2/14 from 9:30 – 10:30 am in Room CC-202.

This course will provide attendees with the skills and knowledge to create/update Labor Distribution Schedules.

Requisitions & Purchase Orders. Thursday, 2/16 from 1 – 3 pm in Room LNG-112.

Attendees will learn the necessary skills needed to purchase state-funded goods and services.

Project Manager. Wednesday, 2/22 from 1 – 3 pm in Room LNG-112.

Attendees will learn to create and manage Projects, including expenditure inquiries and the general ledger.

Banner:

Internet Native Banner (INB) Basics. Thursday, 2/2 from 1 – 2 pm in Room LNG-112.

This is for anyone who will go into the back-office forms (screens) in Banner to make changes to student information. This course will help those users get comfortable moving around within forms and from form to form. It is a pre-requisite to getting a User ID in Internet Native Banner.

BU BRAIN/Self Service for Faculty. Tuesday, 2/21 from 1 – 2 pm in Room LNG-112.

Designed for faculty and instructors who are teaching courses as this training session will focus on faculty self-service tools, including grade submission, student record lookup, course syllabus posting, office hours posting, early warning notices, DARS, class rosters and attendance rosters. Faculty will use their own login information to review upcoming courses.

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Technical Workshops (continued):

Staying Connected with Elluminate. Monday, 2/6 from 2 – 3 pm in Room LNG-112.

Join us from your office for this informative webinar on using this web conferencing tool for distance learning, office hours or meetings.

Information Sharing: Using Google Docs. Tuesday, 2/7 from 1:30 – 2:30 pm in Room LNG-112.

Import, create and share documents, spreadsheets, and presentations. See your changes in real time and access your documents from anywhere. Edit and view your docs from any computer or smart phone. Share and collaborate using Google Docs.

Hyperion:

Users Group. Wednesday, 2/8 from 2 – 4 pm in Room LNG-112.

User group attendees will share tips and tricks with each other as well as learn from campus experts in Hyperion.

Hyperion for End Users. Thursday, 2/9 from 1 – 3 pm in Room LNG-112.

This workshop is for new and current users who will be running pre-existing queries (canned queries). It will focus on understanding HTML mode. Attendees will also learn how to create charts and reports in Interactive Reporting Web Client mode. (This workshop is not recommended for people who will be designing queries).

Hyperion for Query Writers. Tuesday, 2/14 from 1 – 3 pm in Room LNG-112.

This workshop is geared toward new and current users who write queries. It covers most of the above End Users class, but at an accelerated rate. It will also cover creating a simple query and modifying existing queries in Interactive Reporting Web Client mode. Attendees will also learn how to save their queries and give other users permission to view and run the query.

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Technical Workshops (continued):

OmniUpdate:

Beginners - Monday, 2/13 from 9 – 10 am in Room LNG-112.

This workshop covers user permissions, logging into your pages, navigation, modifying an existing page, checking in/checking out OmniUpdate pages, editable regions, editing text, ordered and unordered lists, links and email links, creating an anchor and publishing.

Advanced – Monday, 2/13 from 10 – 11:30 am in Room LNG-112.

This workshop covers creating new pages/directories, naming conventions for pages/directories, page titles and meta data, editing left and horizontal navigation, replacing/placing photos, uploading binary files (jpg, png, gif, pdf, doc, swf, etc.), including file size of downloadable media, adding video, working with tables, broken links testing and testing in multiple browsers.

i>clickers. Monday, 2/13 from 1:30 – 2:30 pm in Room LNG-112.

This workshop will show you how to set up the hardware and software that is needed to use i>clickers within your lecture.

Blackboard – Overview. Thursday, 2/23 from 2 - 3 pm in Room LNG-112.

Blackboard workshops include Overview, Communication Tools, Gradebook, Tests and Surveys, and using TurnItIn. Specialized workshops for your group can also be arranged.

Camtasia for PowerPoint. Monday, 2/27 from 9:30 – 11 am in Room LNG-112.

Attendees learn to create videos of their PowerPoint presentations using Camtasia. We will learn how to record, edit, and save projects as videos ready to be published on the Web. This class is helpful for instructors or anyone who needs to share information with a large group of people best reached using the Internet.

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Technical Workshops (continued):

Microsoft Office 2010

Excel Basics. Monday, 2/27 from 1:30 – 2:30 pm in LNG-112.

This workshop will cover the following: creating a spreadsheet, entering text, date, time and data; using the AutoFill; formatting data, establishing conditional formats for text and setting up validation rules.

Excel – Charts. Tuesday, 2/28 from 1:30 – 2:30 pm in LNG-112.

This training course is designed to give you the basic skills and knowledge necessary to begin creating charts by incorporating all chart types, formats and printing. During class, you will be given a mini spreadsheet to begin creating your own chart for hands on practice.

Excel – Formulas. Wednesday, 2/29 from 1:30 – 2:30 pm in LNG-112.

This training course is designed to give you the basic skills and knowledge necessary to begin writing formulas. You will learn the processing order and precedence for calculations; how to enter formulas in cells and ways to create them; use of functions to easily carry out commonly used calculations such as SUM, MAX, MIN, AVERAGE and COUNT; common formula mistakes and how to display formulas in your cells. During class, you will create your own spreadsheet and sample formulas that incorporate the equations described above for hands on practice.

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Consulting:

The staff at the UCTD offers consulting hours every Tuesday, Wednesday and Thursday from 8:30 -11:30 am in LNG-112. Stop by with your questions about Banner, Blackboard, Bmail, Hyperion, MS Office, Oracle, and more. One of our staff members will be on site to assist you or refer you for additional assistance.

To Register for Workshops:

Go to <http://uctd.binghamton.edu> and click on *Register for Workshops*

Call 777-6362

Email uctd@binghamton.edu with your request

Room Locations:

UU-121 & UU-122 are located in the Old Union next to the Mandela Room

CC-202 is located in the Computing Center on the second floor