PRCC Faculty/Staff Sharing Sessions SP16

Date	Time/Location	Facilitator	Topic	Description
Thursday January 21	12:15 p.m. Multi-Purpose Room, FCC	Dr. Amanda Parker	Canvas Sharing Session	This session will give all instructors an opportunity to share tips, ideas, and common mistakes on canvas.
Tuesday January 26	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Overview	Viewing student curricula, registration, and holds in Banner INB
Wednesday January 27	10:00 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Overview	Viewing student curricula, registration, and holds in Banner INB
Monday February 1	11:00 a.m. IT Training Room, Poplarville Campus	Emily Carlisle	Tools to help your ADD/ADHD students	This brief session will be an informal discussion on the students we have in class that have ADD/ADHD. I would like to present a few tools that I know help students, and have the floor open for discussion of things you, as an instructor, do that works in your classroom. Let's make a difference together.
Tuesday February 2	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner SSB for Faculty	Viewing student information (i.e. schedules and transcripts) in Wildcat Web
Wednesday February 3	1:00 p.m. IT Training Room, Poplarville Campus	IT Staff	Banner SSB for Faculty	Viewing student information (i.e. schedules and transcripts) in Wildcat Web
Wednesday February 10	11:00 a.m. IT Training Room, Poplarville Campus	Emily Carlisle	Tools to help your ADD/ADHD students	This brief session will be an informal discussion on the students we have in class that have ADD/ADHD. I would like to present a few tools that I know help students, and have the floor open for discussion of things you, as an instructor, do that works in your classroom. Let's make a difference together.
Wednesday February 10	1:00 p.m. IT Training Room, Poplarville Campus	IT Staff	Banner SSB Overview of Student Module	Viewing student information (i.e. schedules and transcripts) in Wildcat Web

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Thursday February 11	1:30 p.m. IT Training Room, Poplarville Campus	IT Staff	Banner SSB Overview of Student Module	Viewing student information (i.e. schedules and transcripts) in Wildcat Web
Tuesday February 16	Hourly 8:00 a.m. – 2:00 p.m. Library	Tracy Smith	Library Orientation	Introduction to library/learning lab/online testing services
Wednesday February 17	9:00 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Schedule Printing	On-demand jobs and the sleep-wake Banner process
Thursday February 18	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Schedule Printing	On-demand jobs and the sleep-wake Banner process
Thursday February 18	12:15 p.m. IT Training Room, Poplarville Campus	Angelia Ryals	QPR for Suicide Prevention	A presentation on useful information on how to recognize the signs of suicidal behavior. In addition, she will give information on your role as an instructor or staff member.
Wednesday February 24	9:00 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Student	Viewing student curricula, registration, and holds in Banner INB
Thursday February 25	12:30 p.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Student	Viewing student curricula, registration, and holds in Banner INB
Tuesday March 1	8:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Phone Productivity	From pickup groups to call transfers to utilization reporting, come explore some of the more common features of the PRCC telephone system

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Date	Time/ Location	Facilitator	Topic	Description
Wednesday March 2	9:00 a.m. IT Training Room, Poplarville Campus	IT Staff	Phone Productivity	From pickup groups to call transfers to utilization reporting, come explore some of the more common features of the PRCC telephone system
Tuesday March 8	12:30 p.m. IT Training Room, Poplarville Campus	IT Staff	Anti-Phishing	A significant portion of all security breaches are originated by falling victim to phishing attacks. These attacks are constantly becoming more sophisticated as awareness continues to increase. Hear some of the ways to spot and avoid phishing attempts.
Wednesday March 9	9:00 a.m. IT Training Room, Poplarville Campus	IT Staff	Anti-Phishing	A significant portion of all security breaches are originated by falling victim to phishing attacks. These attacks are constantly becoming more sophisticated as awareness continues to increase. Hear some of the ways to spot and avoid phishing attempts.
Wednesday March 9	11:00 a.m. IT Training Room, Poplarville Campus	Tonia Moody	Where's the Money?	In this time of economic hardship, we want to share the importance of your role in maximizing funding for the institution.
Tuesday March 22	11:00 a.m. IT Training Room, Poplarville Campus	Tonia Moody	Disability 201	Find out how students with disabilities qualify for accommodations at the college level. Come learn how to be prepared to answer student questions and provide direction for disabled students
Tuesday March 22	12:15 p.m. Multi-Purpose Room, FCC	Katie Martin	United Blood Services	This will provide all faculty and staff information on how they can help promote and keep UBS successful. There will also be information on hosting blood drives.
Wednesday March 23	9:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Overview	Viewing student curricula, registration, and holds in Banner INB
Wednesday March 23	2:00 p.m. IT Training Room, Poplarville Campus	IT Staff	General Cyber Security Awareness	A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computing experience

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Thursday March 24	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	General Cyber Security Awareness	A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computing experience
Thursday March 24	11:30 a.m. Science Building SC 122	Melinda Miller	Canvas Badges	Canvas Badges can be used in any Canvas course to provide a fun way for students to earn digital badges as they progress through a course
Thursday March 24	2:00 p.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Overview	Viewing student curricula, registration, and holds in Banner INB
Tuesday March 29	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Responsible Web Browsing	How to avoid malware, viruses, and spyware by becoming a more informed web user
Wednesday March 30	1:00 p.m. IT Training Room, Poplarville Campus	IT Staff	Responsible Web Browsing	How to avoid malware, viruses, and spyware by becoming a more informed web user
Tuesday April 5	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Responsible Email Usage	Archiving, journaling, shared calendars, out of office announcements, folders, and rules are among some of the productivity enhancements that can help lead to a better managed email experience
Tuesday April 5	2:00 p.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Overview	Viewing student curricula, registration, and holds in Banner INB
Wednesday April 6	9:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Banner INB Overview	Viewing student curricula, registration, and holds in Banner INB
Wednesday April 6	11:00 a.m. IT Training Room, Poplarville Campus	IT Staff	Responsible Email Usage	Archiving, journaling, shared calendars, out of office announcements, folders, and rules are among some of the productivity enhancements that can help lead to a better managed email experience

Date	Time/Location	Facilitator	Topic	Description
Tuesday April 12	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	Updating Web Pages Using Drupal	Using the Drupal interface to make simple edits to web pages while adhering to PRCC best practices
Tuesday April 12	11:00 a.m. IT Training Room, Poplarville Campus	Dr. Jennifer Seal & Ernie Lovell	Grants	The grant writing workshop is designed to demystify the grant writing process. It provides a comprehensive overview of effective grant development techniques, including: finding best fit funding sources, learning the proposal writing process, and planning for funding sustainability.
Wednesday April 13	1:00 p.m. IT Training Room, Poplarville Campus	IT Staff	Updating Web Pages Using Drupal	Using the Drupal interface to make simple edits to web pages while adhering to PRCC best practices
Thursday April 14	12:15 p.m. Multi-Purpose Room, FCC	Dr. Jennifer Seal & Ernie Lovell	Grants	The grant writing workshop is designed to demystify the grant writing process. It provides a comprehensive overview of effective grant development techniques, including: finding best fit funding sources, learning the proposal writing process, and planning for funding sustainability.
Tuesday April 19	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	CHD Operations	How to place an IT work request, how to track an IT work request, the difference between a request and an incident – all topics that you should be aware of to help obtain the service you need and when you need it.
Wednesday April 20	9:00 a.m. IT Training Room, Poplarville Campus	IT Staff	CHD Operations	How to place an IT work request, how to track an IT work request, the difference between a request and an incident – all topics that you should be aware of to help obtain the service you need and when you need it.
Tuesday April 26	10:30 a.m. IT Training Room, Poplarville Campus	IT Staff	How Best to Communicate your Technology Needs to ITGC	Learn how to bring your ideas to the IT Governance Council, how to ensure your IT needs are aligned to the PRCC strategic initiatives, and how to build synergies across business units and campuses
Wednesday April 27	1:00 p.m. IT Training Room, Poplarville Campus	IT Staff	How Best to Communicate your Technology Needs to ITGC	Learn how to bring your ideas to the IT Governance Council, how to ensure your IT needs are aligned to the PRCC strategic initiatives, and how to build synergies across business units and campuses