

## Pearl River Community College Professional Development Sessions - FALL 2016

Date	Time/Location	Facilitator	Topic	Description
Wednesday August 24	2:30 p.m. Online	Ms. Michele Mitchell & Ms. Kimberly Ellis	eLearning: Canvas Training	This session is for any new faculty or instructor that needs a refresher using Canvas.
Wednesday August 24	10:00 a.m. IT Training Room Poplarville Campus	IT Staff	Banner INB Overview	Viewing student curricula, registration, and holds in Banner INB
Tuesday August 30	12:15 Multipurpose Room, <b>Forrest county Center</b>	Dr. Amanda Parker and Dr. Jana Causey	Innovative Cheating	
Wednesday August 31	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
Thursday, September 1	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
Tuesday September 6	12:15 p.m. Multipurpose Room <b>Forrest County Center</b>	IT Staff	Banner SSB overview of student module	Viewing the student Banner experience and how they use Wildcat Web
Wednesday September 7	10:00 a.m. IT Training Room Poplarville Campus	IT Staff	Banner SSB overview of student module	Viewing the student Banner experience and how they use Wildcat Web
Thursday September 8	1:30 a.m. IT Training Room Poplarville Campus	IT Staff	Banner SSB overview of student module	Viewing the student Banner experience and how they use Wildcat Web

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Monday September 12	11:00 a.m. Science/Math Building Room 131	Ms. Emily Carlisle & Ms. Anita Morrow	Tips, Tricks and Time Saving Techniques in Canvas	Want to know some quick ways to use Canvas? This session you will learn some tips, tricks, and time saving techniques in Canvas.  Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a>
Monday September 12	2:00 p.m.	Dr. Aaryn Purvis	Basic Course Design	How to think about a face to face course in a new way that meets the needs of online students. This will include basic things to include in your weekly modules. We will begin helping instructors sketch out their weekly modules and assignments. Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a>
Tuesday September 13	12:15 p.m. Multipurpose Room <b>FORREST COUNTY CENTER</b>	IT Staff	Banner INB Schedule Printing	On-demand jobs and the sleep-wake Banner process
Wednesday Septemb er 14	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 September 15	10:30 a.m. IT Training Room Poplarville Campus	IT Staff	Banner INB Schedule Printing	On-demand jobs and the sleep-wake Banner process
Tuesday September 20	12:30 p.m. IT Training Room Poplarville Campus	IT Staff	Banner INB Student	Viewing student curricula, registration, and holds in Banner INB

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Wednesday September 21	9:00 a.m. IT Training Room Poplarville Campus	IT Staff	Banner INB Student	Viewing student curricula, registration, and holds in Banner INB
Thursday September 22	10:50 a.m.	Mr. Trevor Hunt	Sharing Session	This is an open sharing session that allows instructors the opportunity to collaborate and share their ideas for online instruction. A wide range of topics will be covered. Please join us and share your ideas and help improve online learning here at PRCC. Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a>
Thursday September 22	12:15 p.m. Multipurpose Room <b>Forrest County Center</b>	Mr. Chris Christen	Proper Advisement Series: Science and Allied Health	
Wednesday September 28	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
Monday October 3	12:15 p.m. Multipurpose Room <b>FORREST COUNTY CENTER</b>	IT Staff	Cyber Security Month - 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.
Tuesday October 4	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
Wednesday October 5	12:30 p.m. IT Training Room Poplarville Campus	IT Staff	Cyber Security Month - 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.

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Thursday October 6	10:30 a.m. IT Training Room Poplarville Campus	IT Staff	Cyber Security Month - 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.
Friday October 7	10:00 a.m.	Ms. Delana Harris Mr. Dakota Dale	Brand-Aid: How to Make Your Message Stick	
Friday October 7	1:00 p.m.	Ms. Delana Harris Mr. Dakota Dale	Brand-Aid: How to Make Your Message Stick	
Tuesday October 11	12:15 p.m. Multipurpose Room <b>Forrest County Center</b>	Ms. Jacki Runnels	Proper Advisement Series: Math, Business, Computer Science & Education	
Wednesday October 12	2:00 p.m. IT Training Room Poplarville Campus	IT Staff	Cyber security Month - general cyber security awareness presentation	A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computer experience.
Thursday October 13	10:30 a.m. IT Training Room Poplarville Campus	IT Staff	Cyber Security month - general cyber security awareness presentation	A general presentation by Ellucian security experts on current security topics and how they impact the higher education and personal computer experience.
Wednesday October 19	10:00 a.m. IT Training Room Poplarville Campus	Dr. Tim Dedeaux	Copyright Issues	Is your multimedia legal? <i>(Did you know that most of the things online are protected by Copyright?)</i> Learn about copyright, fair use, Creative Commons and the public domain. Learn where to find free and legal media for any

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				purpose. Not everything online is free, but I'll show you where to find the stuff that is free.
Wednesday October 19	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
Thursday October 20	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
Monday October 24	11:00 a.m. iT Training Room Poplarville Campus	Mr. Jonathan Morris and Ms. Emily Carlisle	Using Screen Capture with Microsoft One Note & The Snipping Tool	Using Screen Capture with Microsoft One Note & The Snipping Tool. We will also be discussing Using the Screen Capture Software JING & Screencast-O-Matic with Screencast.com. If time allows, I will also show how to easily put a YouTube video into the new Microsoft PowerPoint.
Tuesday November 1	11:00 a.m. SC Room 101 Poplarville Campus	Dr. Ross Setze	Using HTML to create buttons in Canvas	Enhance your online course with interactive buttons to indicate progress of students' academic work.
Tuesday November 1	1:00 p.m. Online	Ms. Jamie Dickson	Course Home Page & Modules	Ideas and simple tips for developing a creative and useful home page/organizing course modules to improve week to week flow for your students. Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a>
Tuesday November 1	12:15 p.m. Multipurpose Room <b>FORREST COUNTY CENTER</b>	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

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Wednesday November 2	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
Thursday November 3	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
Monday November 7	2:00 p.m. Building 5, Room 113 <b>Forrest County Center</b>	Ms. Amy Smith	Creating Dynamic Assignments	This will include a discussion of assignment types (and how they can vary by learning style); Creating assignment weights, configuring a gradebook, and using rubrics. This is also a great place to talk about dropout detective.  Register here: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...">https://docs.google.com/forms/d/e/1FAIpQLSfYCRmPEC4ttBHL15NjhBaL2zx2jCHc...</a>
Wednesday November 9	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 November 10	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
Monday November 14	11:00 a.m. IT Training Room Poplarville Campus	Ms. Megan Lee and Ms. Emily Carlisle	Using Kahoot in the Classroom	Helping get your students interested in what they are studying. They have a lot of fun and learn at the same time. jRepeat of the 24th for those who missed it: We will also be discussing Using the Screen Capture Software JING & Screencast O Matic with Screencast.com. If time allows, I will also show how to easily put a YouTube video into the new Microsoft PowerPoint.
Tuesday November 15	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.

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Wednesday November 16	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 November 29	12:15 p.m. Multipurpose Room <b>Forrest County Center</b>	Dr Ryan Ruckel and Mr. Greg Underwood	Proper Advisement Series: English, Humanities & Social Sciences	
Tuesday November 29	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 November 30	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
Thursday February 9	12:15 p.m. Multipurpose Room <b>Forrest County Center</b>	Ms. Sarah Welch	Library Research	
Tuesday March 28	12:15 p.m. Multipurpose Room <b>Forrest County Center</b>	Dr. Jana Causey	How PERS works for you	
Anytime	Online	Mentor Commons	20 Minute Mentor Commons Subscription	Step 1: Activate your 20-Minute Mentor Commons subscription 1. Go to <a href="http://www.magnapubs.com/sitelicense/registration.html?v=magna751">http://www.magnapubs.com/sitelicense/registration.html?v=magna751</a> 2. Enter information in each of the required fields. In the Authorization Code box, enter our group Authorization Code PRCC721 and click Submit.

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				<p>Please note: entering the Authorization Code is done only once.</p> <p>Step 2: Access the 20-Minute Mentor Commons library</p> <ol style="list-style-type: none"><li>1. Go to <a href="http://www.magnapubs.com/profile">http://www.magnapubs.com/profile</a></li><li>2. Enter your email address &amp; password &amp; click Submit. If you do not know or remember your account password, use "Forget your password?" to reset it.</li><li>3. On the left side of the screen, under My Account, My Online Access, select Subscriptions. The online content you have access to will be listed to the right. Click the appropriate link to view the content.</li></ol> <p>Please do not share the Authorization Code with anyone outside our campus community.</p>