DATE	TIME	TECHNOLOGY WORKSHOPS	DESCRIPTION	PLACE
2/4	1:30 PM - 2:30 PM	**Canvas Tools-Pick Your Topics**	Focuses on essential tools and requirments for faculty who teach students Face to Face. We will also personalize the session by asking you to pick your topics that you would like to focus on.	MLC712
2/5	10:30 AM - 11:30 AM	**Word 2016 - The Basics**	For those who are new to Word and need the basics for producing professional-looking documents.	MLC712
2/6	10:30 AM - 11:30 AM	**Accessibility Tips/Tools**	Get tips for addressing accessibility in an online course.	MLC712
2/7	10:00 AM - 11:00 AM	**BioSig ID Training**	BioSig-ID is the enabling technology supporting verification of identity for online students.	MLC712
2/8	10:00 AM to 11:00 AM	**4DX Overview Workshop**	Learn the 4 Disciplines of Execution (4DX) and the differences between the wildly important goals, formulating and acting on lead measures, keeping a compelling scoreboard	MLC 709D
2/8	11:00 AM to 12:00 Noon	**my4DX.com**	This training is for team leads of a WIG Board. During this session we will clarify questions and learn how to use the my4DX system for reporting purposes.	MLC 709D
2/13	1:00 PM - 2:00 PM	**BioSig ID Training**	BioSig-ID is the enabling technology supporting verification of identity for online students.	MLC712
2/14	2:00 PM - 3:00 PM	**Excel- Pivot Tables and VLookup**	Learn to create pivot tables to quickly transform huge numbers of rows and columns into a meaningful, nicely formatted report. Vertical Lookup, helps you look up a particular value in huge data sheets where manual intervention can be cumbersome.	MLC712
2/19	10:30 AM - 11:30 AM	**Canvas Tools-Pick Your Topics**	Focuses on essential tools and requirments for faculty who teach students Face to Face. We will also personalize the session by asking you to pick your topics that you would like to focus on.	MLC712
2/21	3:00 PM - 4:00 PM	**Closed Captioned Video**	Understand differences between myMediasite desktop & Mediasite classroom. Explore recording methods with iPhone, iPad, laptop, digital camera using YouTube & Clips	MLC712
2/22	8:00 AM to 5:00 PM	**Applying the Quality Matters Rubric (F2F)** ✳	Introduces faculty to the **Quality Matters** rubric and how you can apply it to online courses. ✳	MLC712

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