

# Instructional Technology Day

Monday May 13, 2024

Clemens Library

MORNING SESSIONS			
8:30am – 9:20am	Creative Commons (Gorecki 120)	Canvas New Features and Universal Design Ideas <b>[this session counts towards the UDL micro-badge]</b> (Training Lab B114)	iTech Open Office (Clemens Library Fireside Lounge)
9:30am – 10:20am	myCSBSJU Portal: Introduction and training, including dedicated time for Department Chairs to build their department page (Gorecki 120)	Canvas work time (Training Lab B114)	Degree Works (Creative Lab B115)
10:30am – 11:20am	What's new with AI? CoPilot and more (Gorecki 120)	Zotero Citation Manager (Training Lab B114)	Department Chairs and Dept Coordinators: CAT 101 (Creative Lab B115)

**Boxed lunch in Gorecki 120** (covered by IT Services) 11:30-1pm for those who register by April 26.

AFTERNOON SESSIONS			
1:00pm – 1:50pm	Hands on Workshop: Spot-the-Difference Assignment and Discussion (Creative Lab B115)	Finding, Converting, and Creating Accessible Content for Universal Design <b>[this session counts towards the UDL micro-badge]</b> (Training Lab B114)	Incorporating Digital Humanities Projects in the Classroom: Scalability considerations (Gorecki 120)
2:00pm – 2:50pm	Hands on Workshop: Spot-the-Difference Assignment and Discussion (Creative Lab B115)	Hive How To's - hands on (Training Lab B114)	Informal get-help/discussion sessions on Digital Humanities

			(Gorecki 120)
3:00pm – 3:50pm	iTech Open Office (Clemens Library Fireside Lounge)	Canvas work time (Training Lab B114)	Informal get- help/discussion sessions on Digital Humanities (Gorecki 120)

## MORNING SESSIONS:

### Everything you (and your students) need to know about using Creative Commons Licenses

**Gorecki 120**, instructor: Jonathan Carlson, Bonnie Finn (8:30 am – 9:20 am)

Have you ever seen a Creative Commons (CC) license and wondered what it meant, or how you could legally reuse the work? Do you want others to reuse and share your work without asking your permission? Then this session is for you!

In this session, we'll review the basics of copyright and the public domain and discuss the intricacies of Creative Commons licenses. You'll leave feeling confident about how to choose and apply a Creative Commons license to your work and how to reuse work licensed with a Creative Commons license. You'll learn how to search for CC licensed materials, and how to cite them properly.

The Integration Curriculum's Information Literacy 2 learning outcomes requires students to "articulate why using information has many ethical and legal implications." This session will prepare you to answer student questions about copyright, creative commons licenses, and the legality of sharing and reusing information.

### Canvas New Features and Universal Design Ideas

**\*This session counts toward the Universal Design for Learning Micro-badge\***

**Training Lab B114**, instructor: Miranda Novak and Cathy Robak (8:30 am – 9:20 am)

What's new in Canvas? At this session work hands-on with new Canvas features, take a look at new quizzes, see universal design features you can take advantage of in Canvas and take a look at templates available to use.

### iTech Open Office

**Clemens Library Fireside Lounge**, instructor: Joshua Akkerman (8:30 am – 9:20 am)

Questions? Need Help? Want to talk about anything involving Instructional Technology at CSB and SJU? No registration necessary. Just stop by the Clemens Library Fireside Lounge to chat with Josh! Please note there will be no official presentation. This is just an opportunity for an informal chat with an iTech Specialist.

### myCSBSJU Portal

**Gorecki 120**, instructor: Dawn Biren (9:30 am – 10:20 am)

The first 25 minutes of this session (9:30 am – 9:55 am) includes an introduction and training on the new portal, myCSBSJU. Come see the portal solution we'll all be using starting this summer

when the new CSB and SJU website launches! The second 25 minutes of this session (9:55 am - 10:20 am) is for Department Chairs to learn how to administer their department Groups within myCSBSJU and build their department page.

#### Hands on Hive

**Training Lab B114**, instructor: Cathy Robak (9:30 am – 10:20 am)

Have you been using the Hive to the best of its functionality? If not, come to this session and work hands-on to set up your profile, set office hours, view your students, add notes, and much more!

#### DegreeWorks

**Creative Lab B115**, instructor: Mary Beth Thompson (9:30 am – 10:20 am)

Student Educational Plans (SEP)– how to help your students create plans, the nuances of adding courses to a plan when the exact course to be taken is not yet known, when to use placeholders and more. How to save and mark a plan as preferred so your department can access the potential of Degree Works reporting (for course demand) for students pursuing majors in your area.

#### What's new with AI? CoPilot and more

**Gorecki 120**, instructor: Adam Konczewski, Kelly Butorac (10:30 am – 11:20 am)

In this session, Adam and Kelly will cover the latest developments in generative AI and discuss Microsoft's Copilot. Two faculty members will share their experiences with using ChatGPT and generative AI in their courses, providing insights into what worked well and what didn't. We will conclude with a discussion on pedagogical applications in the classroom.

#### Zotero Citation Manager

**Training Lab B114**, instructor: Jonathan Carlson, Jim Crumley, Annie Larson (10:30 am – 11:20 am)

Zotero is a powerful open source citation manager that allows you to collect and organize sources and cite them in over 10,000 citation styles. Zotero saves snapshots of webpages, helps you organize your PDFs, and allows individual or group highlighting and annotations within PDFs. You can create a shared reference database for your course, or have students share their reference database just with their instructor. In this session you'll get set up using Zotero and hear how it has successfully been used in the classroom to facilitate the sharing of sources. Please bring your laptop to the session and have Zotero and the Zotero Connector installed using the instructions on the Zotero Tutorial: <https://guides.csbsju.edu/zotero>.

#### Department Chairs and Dept Coordinators: CAT 101

**Creative Lab B115**, instructor: Mary Beth Thompson (10:30 am – 11:20 am)

Come for a demo of how to make updates to the Academic Catalog for the coming year. Get a demonstration of how to make up dates in our new software, "CAT". If time allows some hands-on work time with Registrar's Office staff available to answer questions as you make review and make updates.

## **AFTERNOON SESSIONS:**

### Hands on: Spot-the-Difference Assignment and Discussion

**Creative Lab B115**, instructor: Ethan Wittrock and Kelly Butorac (1:00 pm – 1:50 pm)

The “Spot-the-Difference” Generative AI Photo Assignment is a single-session exercise where students manipulate photos using generative AI image editing software. Students swap images during the class to see if others can find the original photo and spot the edits. During this session we will discuss how the students use reverse image-search strategies to find and verify the original photos to help them identify misinformation and disinformation related to the spread of generative AI technology. This session is especially for those interested in generative AI image editing and faculty who are interested in incorporating gen-AI assignments in future classes.

### Finding, Converting, and Creating Accessible Content for Universal Design

**\*This session counts toward the Universal Design for Learning Micro-badge\***

**Training Lab B114**, instructor: Cathy Robak and Miranda Novak (1:00 pm -1:50 pm)

In this session we’ll share how to find captioned videos, cover how to convert existing PDFs to full-text searchable, and how to take scans and convert them to full-text searchable files to provide greater accessibility. We’ll have plenty of work time so bring your files and we’ll help you convert them to a more accessible format.

### Incorporating Digital Humanities Projects in the Classroom: Scalability considerations

**Gorecki 120**, instructor: Annie Larson (1:00 pm – 1:50 pm)

Digital Humanities projects are quickly gaining popularity and can be an appealing alternative to other classroom assignments, but the planning can seem overwhelming and intimidating. In this session we will talk through considerations and recommendations for adapting projects to be manageable in the classroom and working with limited time and resources.

### Hands on: Spot-the-Difference Assignment and Discussion

**Creative Lab B115**, instructor: Ethan Wittrock and Kelly Butorac (2:00 pm - 2:50 pm)

The “Spot-the-Difference” Generative AI Photo Assignment is a single-session exercise where students manipulate photos using generative AI image editing software. Students swap images during the class to see if others can find the original photo and spot the edits. During this session we will discuss how the students use reverse image-search strategies to find and verify the original photos to help them identify misinformation and disinformation related to the spread of generative AI technology. This session is especially for those interested in generative AI image editing and faculty who are interested in incorporating gen-AI assignments in future classes.

### Canvas work time

**Training Lab B114**, instructor: Cathy Robak (2:00 pm – 2:50 pm)

This will be an open lab so you can work with Canvas and ask questions. Cathy will be there to help with any questions, show new functionality, and help with anything Canvas!

Informal get-help/discussion sessions on Digital Humanities

**Gorecki 120**, instructor: Annie Larson (2:00 pm – 2:50 pm)

Interested in developing a Digital Humanities project for one of your classes or incorporating DH methods in your work? This is an informal drop-in session to ask more specific questions and talk through your project with librarians and other faculty.

We encourage you to attend the Incorporating Digital Humanities Projects in the Classroom session, but it's not required.

iTech Open Office

**Clemens Library Fireside Lounge**, instructor: Joshua Akkerman (3:00 pm – 3:50 pm)

Questions? Need Help? Want to talk about anything involving Instructional Technology at CSB and SJU? No registration necessary. Just stop by the Clemens Library Fireside Lounge to chat with Josh! Please note there will be no official presentation. This is just an opportunity for an informal chat with an iTech Specialist.

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