



Week of Monday, April 20, 2009  
[matcmadison.edu/cetl](http://matcmadison.edu/cetl)

The CETL News Blast will inform you about our upcoming programs and new resources. Select one of the categories below to zoom to that location in the document.

[Classes & Workshops](#)

[Special Events](#)

[In the Near Future](#)

## **Workshops & Courses**

**Register for CETL Courses:** <http://matcmadison.edu/hr/staffdev/registration/>

- **04/20/09 - 11:00 AM - 12:00 PM - StudyMate**

Crossword puzzles represent a powerful pedagogical tool for both the assessment and application of knowledge attained by students in a particular discipline, such as Anatomy and Physiology, Languages, Nursing, Information Technology, etc. Several years ago Respondus created an online tool that works with Blackboard. They called this tool StudyMate. It is simple to use, and has a low learning curve associated with it. Learn how to use this software, practice using it and get your key. You will love how easy this tool is to use.

Location: Room 220C, Truax

Facilitator: Dennis James

- **04/21/09 - 3:30 PM - 5:00 PM - Communication Skills: Spread the Word and Be Heard**

As a new employee, you are bombarded with so much information in your first few months of employment, it is hard to keep it all straight. Come and learn about the benefits that MATC has to offer. Subjects covered: Health Insurance, Dental Insurance, Wellness, Flexible Spending Plans, Wisconsin Retirement System, and more!

Facilitator: Kristen Gebhardt, Cindy Rutten

Location: Room 220C, Truax

- **04/22/09 - 1:00 PM - 2:30 PM - Adding Voice to Powerpoint**

In this session you will learn how to record audio with a PowerPoint presentation and make your presentation available on Blackboard. This is a great tool for those looking to move to more online and hybrid course formats. In addition your enhanced PowerPoint presentations are great tools to make available for your students as pre-class work. They are also a wonderful tool to use as review of class information. Please feel free to bring a sample Power Point presentation to add audio.

Facilitator: Loretta Brunell

Location: Room 220C, Truax

- **04/23/09 - 3:30 PM - 5:00 PM - Managers - Leading Successful Meetings: Making Minutes Count**

Meetings are inevitable in the workplace. People usually dread the thought of attending yet another meeting. Most meetings drag on, and often, not much gets accomplished. The trick, then, is to plan and lead a successful meeting so that people don't grumble, and you achieve your meeting objectives.

Facilitator: Jennifer Bentley, Trish Kelm

Location: Room 220C, Truax

- **04/24/09-10:00 AM-12:00 PM-Blackboard 8.0 Grade Center**

With the upgrade to Blackboard 8, the Gradebook has been replaced by the Grade Center, which offers similar functions but with different ways of carrying out procedures. We will discuss and practice strategies for setting up a Grade Center. Topics include organizing the Grade Center, adding, modifying and deleting items, weighting grades, changing the grade display option, adding comments to a grade, using Smart Views and viewing the Grade History. The improvement to the Grade Center include almost everything faculty have been asking for since MATC started using Blackboard. A must attend session.

Facilitator: Dennis James

Location: Room 220C, Truax

- **Outlook 2007 Training is here!**

As you may have heard, MATC is switching email/calendar clients from GroupWise to Microsoft Outlook. CETL is now offering courses to train staff in the new program to fully prepare for the change.

Part one covers email functions, while part two explains the new calendar features. Right now we are encouraging faculty to sign up for spots that best fit their schedule. Administrative staff should not sign up individually, as CETL is currently scheduling departments together to best facilitate the switch in software. Class sizes are limited, and are done on a first-come, first-serve basis.

Here's a listing of the times offered in the next two weeks. Keep an eye out on MATC Matters and the CETL News Blast for future dates.

	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:30		Part I	Part I	Part II	
11:00-1:00		Part I	Part II	Part II	Part I
1:30-3:30		Part I		Part II	
4:30-6:30	Part I		Part II		
5:30-7:30		Part I		Part II	
10:00-12:00		Part I		Part II	

	27-Apr	28-Apr	29-Apr	30-Apr	1-May
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:30	Part II			Part II	Part II (9:00-11:00)
11:00-1:00	Part I	Part I	Part II	Part I	
1:30-3:30				-->	-->
4:30-6:30		Part I		Part II	
5:30-7:30	Part I		Part II		

Visit the registration site <http://matcmadison.edu/cetl/registration/> to register for the course that fits your schedule best. Remember, seats are extremely limited.

## Special Events

- **Tech Academy – Call for Presenters!**  
This 2 and ½ day in-house conference will offer many Technology Training sessions on various topics for beginners to advanced users. Make sure to reserve the dates **May 19 – 21, 2009**. We're currently looking for folks to give an hour or two of their time and show your colleagues your technology expertise. Please fill out the Call for Presenter's form now!  
<http://matcmadison.edu/cetl/techacademy/form.shtm>

- **Nova SouthEastern University will be visiting on April 21 in Room 219A CETL with information on how to earn your doctorate. [View the flyer!](#)**

- **CETL Regional Office Hours -  
Feel free to “Drop-In” for one-on-one assistance with a CETL team member any time during these hours for PeopleSoft Faculty Center training/questions.**

Date	Time	Campus	Campus Room	CETL Team Members
Wed, 04/29/09	4:00-6:30 pm	Portage	South Lobby	Patrick Barlow

- **New Addition for Next Month: #54 Educational Evaluation (Online)**  
This is an Online Course, to participate in this course the educator should have computer skills, easy access to the internet, skills in use of Microsoft word, email, and skill in making, saving and attaching documents. Plan 6 hours of work per week for this course.  
This course prepares educators to design and implement formative and summative assessment components of a course. Places emphasis on the development of assessment strategies, the application of varied assessment formats, and use of assessment as a tool for improving teaching and learning. Participants develop a course assessment plan that includes: course outcomes, classroom assessment techniques (CATs), rubrics, annotated assessment list, and exam analysis.  
Facilitators: Diane Reinfeldt, Mary Vlisides  
100% Online : Dates: 5/19 - 7/10; 2009

## In the near future

View the Online [Calendar of Events](#) for additional information

04/29/09 - 4:30 PM - 5:30 PM - PeopleSoft Faculty Center

04/30/09 - 1:00 PM - 2:30 PM - PeopleSoft Faculty Center

05/01/09 - Blackboard: Enhancing your Course (online)

05/01/09 - 1:00 PM - 2:00 PM - PeopleSoft Faculty Center

05/06/09 - 1:00 PM - 2:00 PM - PeopleSoft Faculty Center

05/07/09 - 1:00 PM - 2:00 PM - PeopleSoft Faculty Center

05/08/09 - 12:30 PM - 2:00 PM - LOAD Drop-In Workshop

05/18 – 05/19; 09 – 9:00 AM – 4:00 PM - Accelerated Teaching Techniques