Virtual Learning Week
February 24-28, 2020

FSCJ
Florida State College at Jacksonville
Welcome to Virtual Learning Week

The office of Training and Organizational Development is excited to invite you to attend our first completely online professional development week. We are offering all faculty and staff dozens of synchronous online workshops throughout the week to enhance your knowledge and skills. After signing up through myFSCJ, you can simply attend from any computer. You can also attend as a group by gathering your colleagues in a meeting room with a computer and Internet connection. Follow these instructions to sign up at least one day in advance of the workshop you would like to attend and log into the corresponding Canvas course at the time of the workshop. We look forward to seeing you online.

- Marc Boese, Ph.D.

Helpful Tips for Virtual Learning Week Success

• Register 24 hours in advance to ensure your access in Canvas.
• When it is time for your course log into MyFSCJ, click on the Employees tab, and under Quicklinks select “Canvas.” Note: We strongly recommend using Google Chrome or Mozilla Firefox as your browser.
• Your courses will be available on your Canvas Dashboard. Select the course that you want to access.
• Once you enter the course, the live streamed content will be available by clicking “Conferences” and then click “Join.”
• Be prepared to enter your name and employee ID number in the chat box to digitally sign in.
• Choosing “computer audio” will give you the best experience in the course.
• If you experience any technical difficulties during the presentation, simply refresh your browser. (Don’t worry, you won’t be logged out of the course).
• Enjoy and engage with your class!

If you have any questions about Virtual Learning Week, please reach out to your campus Faculty Development Specialist or email us at hrtraining@fscj.edu.
Monday, February 24

Canvas Quizzes  
*Thomas Lewis*

Everything you need to know about Quizzes in Canvas! Designed for both beginners and advanced Canvas users, this course will focus on basic settings such as making answers viewable and multiple attempts and move on to more advanced topics including managing quiz banks, moderating quizzes, regrading quizzes, and reviewing quiz analytics.

*AFPD1306 / Class No. 6192 / 10–10:50 a.m.*

Cross Racial Mentorship and Pathways to Inclusion  
*Dr. Ansa Reams-Johnson*

This workshop focuses on mentorship practices and the impact of mentorship on diversity and inclusion. Mentorship has been recognized as a pathway to assist individuals with personal or professional development. The relationships that emerge from cross-racial mentorship can result in better discussions and practices across the field of higher education. This workshop is intended to highlight an opportunity to examine and redesign one’s active practices of locating mentors or providing mentorship to others.

*AFPD1310 / Class No. 6186 / 10–10:50 a.m.*

Business Etiquette  
*Cindy Persico*

What is business etiquette and what are the potential problems for workplaces that ignore this expectation? This presentation will review skills that staff in all work settings must learn to successfully navigate. Best practices for telephone, cell phone and email communication are reviewed. Dressing for success and avoiding cross-cultural pitfalls will also be discussed. Professionalism is the key and we will discuss how to successfully achieve this outcome.

*AFPD5080 / Class No. 6242 / 1–1:50 p.m.*

Disposal Done Right  
*Catherine Hodges*

This course will provide an engaging and interactive overview of proper document disposal techniques that align with state and college law and procedure. This course is designed for faculty.

*AFPD1501/ Class No. 6198 / 2–2:50 p.m.*

**Not eligible for the One Percent Salary Incentive**
Tuesday, February 25

Canvas Grading

**Robyn Reese**
This course will allow faculty members to get a closer look at the Canvas gradebook, including creating weighted grading schemes, setting grading policies, and experiencing grades as a student.

**AFPD1334/ Class No. 6230 / 10–10:50 a.m.**

Empowerment: “Rules for Breaking the Rules”

**Dr. Linda Herlocker**
Most rules–i.e. policies and procedures–are subject to some level of interpretation. In the FSCJ Student Services department, you are empowered (in fact, encouraged) to make those judgment calls and to take action on behalf of students. But now what? How do you know when it's appropriate to push the boundaries? Or if you're doing it right? How do you know if the decisions you’re making are defensible? How do you know when you've gone too far? Being empowered doesn't mean you can just ignore policy and procedure at will. This workshop will provide clearly defined parameters for recognizing when you can apply your own interpretation to the rules, how far you can go in working out solutions for students and how to assure your decisions are well considered, fair and justified.

**AFPD3813/ Class No. 6176/ 10–10:50 a.m.**

Classroom Assessment Techniques

**Dr. Susan Slavicz**
This course provides the instructor with techniques that informally assess student learning. Students will submit their own plan for implementing some of these strategies in their courses.

**AFPD3091/ Class No. 6246 / 10–10:50 a.m.**

SharePoint

**Barbara Moyer, Phillip Delacruz**
Find out how to establish a SharePoint site for your department. Share announcements, documents, files and much more! Check out this “cloud based” tool and see how you can communicate and share resources with your colleagues.

**AFPD1066/ Class No. 6200 / 11–11:50 a.m.**

**Not eligible for the One Percent Salary Incentive**
Help! What’s a Technical Service Desk

*Michelle Nifong*
Do you know where to turn for technical support at the College? What’s the difference between the Help Desk, Technical Service Desk, Campus Tech Support and Call Center? Whether you’re new to the College or one of our long-standing veterans, this course will help you gain a clear understanding of the differences between those terms, learn about the help available for faculty and staff members, and provide a framework for who to contact, and when. In addition, this training will provide an overview of help.fscj.edu, how to find answers using the Knowledge Base, how to submit (and check on) Incidents and Requests, and report problems.

**AFPD1303 / Class No. 6202 / noon–12:50 p.m.**

Excel

*Barbara Moyer*
Topics covered will include creating an electronic spreadsheet and using general functions of Excel including filtering, freeze panes, charts and spreadsheet content organization.

**AFPD1022 / Course No 6204 / 1–1:50 p.m.**

Canvas Rubrics

*Robyn Reese*
This course will provide faculty members with an overview of building and applying rubrics in Canvas.

**AFPD1333 / Course No 6229 / 2–2:50 p.m.**

Andragogy and Metacognition: Using Research to Guide Your Teaching

*Jeniah Jones*
Recent in the fields of andragogy (the method and practice of teaching adult learners) and metacognition (understanding of one’s own thought processes) lend insight into the efficacy of various classroom techniques. In this workshop, we explore various strategies that you and your students can use to see remarkable learning gains.

**AFPD3048 / Class No. 6191 / 2:30–3:20 p.m.**
**Not eligible for the One Percent Salary Incentive**

Wednesday, February 26

**Making Values Valuable Part 2**

*Dr. Marc Boese and Steve Beard*

This is a follow-up from our Professional Development Day keynote workshop. We will present the data we collected from the workshop and further discuss leveraging our values to collaboratively support the mission of the College. Part of the discussion will focus on how the values not only guide us as employees but also as teams and departments. Our values help provide a framework on how we work with other employees, customers and most importantly students.

**AFPD1335 / Class No. 6251 / 9–9:50 a.m.**

**Grading Essays with Turnitin**

*Dr. Susan Slavicz*

In this session, participants will learn how to save time by using the QuickMarks feature in Turnitin. The presenters will also cover audio feedback and the matching source feature in Turnitin.

**AFPD1318 / Class No. 6241 / 10–10:50 a.m.**

**Dealing with Difficult People**

*Melissa Kennedy*

What is the best approach for dealing with a difficult individual or situation? Join us for the interactive session as we discuss different types of difficult people. We will identify different types of behavior and how to constructively handle situations for a more positive outcome.

**AFPD4042 / Class No. 6243/ Noon – 12:50 pm**

**Coming Soon to Canvas!**

*Brandi Bleak, Thomas Lewis, Robyn Reese*

This session will give faculty members a closer look at some of the new features that will be coming to Canvas during the spring and summer of 2020. Participants will have the opportunity to experiment with the new Rich Content Editor, view the new Analytics interface, and learn about other items that are on the roadmap for Canvas development in the coming months. They will also learn more about the Canvas release cycle and how they can get in on the ground floor with the latest from Canvas!

**AFPD1307 / Class No. 6169 / noon–12:50 p.m.**
**Empowerment: “Rules for Breaking the Rules”**

*Dr. Linda Herlocker*

Most rules—i.e. policies and procedures—are subject to some level of interpretation. In the FSCJ Student Services department, you are empowered (in fact, encouraged) to make those judgment calls and to take action on behalf of students. But now what? How do you know when it’s appropriate to push the boundaries? Or if you’re doing it right? How do you know if the decisions you’re making are defensible? How do you know when you’ve gone too far? Being empowered doesn’t mean you can just ignore policy and procedure at will. This workshop will provide clearly defined parameters for recognizing when you can apply your own interpretation to the rules, how far you can go in working out solutions for students and how to assure your decisions are well considered, fair and justified.

**AFPD3813/ Class No. 6178 / 1–1:50 p.m.**

**Cross Racial Mentorship and Pathways to Inclusion**

*Dr. Ansa Reams-Johnson*

This workshop focuses on mentorship practices and the impact of mentorship on diversity and inclusion. Mentorship has been recognized as a pathway to assist individuals with personal or professional development. The relationships that emerge from cross-racial mentorship can result in better discussions and practices across the field of higher education. This workshop is intended to highlight an opportunity to examine and redesign one’s active practices of locating mentors or providing mentorship to others.

**AFPD1310 / Class No. 6188 / 2–2:50 p.m.**

**Online Library Resources**

*Shannon Dew*

This course provides an overview of free, quality, library resources that you can use in your classroom to engage students, whether your class meets online, hybrid, or face to face. Participants will navigate the catalog and selected databases, and learn how to integrate videos and e-books into Canvas.

**AFPD1232 / Class No. 6266 / 3–3:50 p.m.**

**Not eligible for the One Percent Salary Incentive**
Thursday, February 27

**Not eligible for the One Percent Salary Incentive**

**Taking Back Your Health and Your Life**
*Jacqueline Kloin*
Many times, people think about losing weight and how to do it. Maybe they have tried and have been unsuccessful. Drawing from Jacqueline’s personal success story, this presentation will focus on how to build a healthy lifestyle including food preparation techniques, budget shopping and possible workout routines for the sedentary lifestyle.

**AFPD3809 / Class No. 6189 / 10–10:50 a.m.**

**Disposal Done Right**
*Catherine Hodges*
This course will provide an engaging and interactive overview of proper document disposal techniques that align with state and college law and procedure. This course is designed for faculty.

**AFPD1501/ Class No. 6199 / 11–11:50 a.m.**

**Understanding Emotional Intelligence**
*Cindy Persico*
Studies show that success in the workplace does not necessarily depend on an individual’s IQ but more often their EQ or Emotional Quotient. This workshop reviews the importance of understanding your emotional intelligence, and the difference between your EQ and IQ. It also reviews the five basic emotional competencies and strategies for enhancing them.

**AFPD5178 / Class No. 6244 / noon–12:50 p.m.**

**Cisco Webex Training**
*Jason Rosario*
This training will demonstrate how users can schedule their own WebEx meetings, learn the basics of meeting management and use some of the advanced features available when leading WebEx meetings.

**AFPD1302 / Class No. 6203 / 1–1:50 p.m.**

**Canvas Quizzes**
*Thomas Lewis*
Everything you need to know about Quizzes in Canvas! Designed for both beginners and advanced Canvas users, this course will focus on basic settings such as making answers viewable and multiple attempts and move on to more advanced topics including managing quiz banks, moderating quizzes, regrading quizzes, and reviewing quiz analytics.

**AFPD1306 / Class No. 6193 / 2–2:50 p.m.**
Brainfuse Online Tutoring

**Yolanda Henry**
This workshop will introduce the Brainfuse online tutoring platform. It will highlight the synchronous and asynchronous tutoring support features, as well as the supplemental academic and collaborative tools in the system that further enhance the learning experience. Lastly, faculty will be shown how the faculty dashboard feature can be used to assign online tutoring tasks to their students. There will be an opportunity for Q&A.

**AFPD1309 / Course No. 6265 / 3-3:50 p.m.**

Academic Rigor

**Dr. John Woodward**
During this session, faculty will participate in a discussion of the work currently in progress by committees studying the need for rigor in our classrooms and programs.

**AFPD1337 / Class No. 6259 / 4-4:50 pm**

Friday, February 28

Academic Rigor

**Dr. John Woodward**
During this session, faculty will participate in a discussion of the work currently in progress by committees studying the need for rigor in our classrooms and programs.

**AFPD1337 / Class No. 6260 / 10-10:50 pm**

Being an Effective Team Member

**Cindy Persico**
Teamwork is a vital part of any organization. Effective teams work in harmony, pitch in when needed, and are available to help their co-workers. Without teamwork, organizations would ultimately fail. This course provides practical suggestions to be a star team player.

**AFPD5180 / Class No. 6245 / 2-2:50 p.m.**
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