







Trainings at a Glance

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 Microsoft			 kaltura

Microsoft Related

Meet OneDrive



OneDrive

Thought about using OneDrive but found it to be too complicated? Running low on disk space and need to explore a comparable solution? In this workshop, you will learn the fundamentals of how you can use your Elon OneDrive to save and access files from anywhere, discover best practices for managing files, and much more.

Objectives:

- Understand what OneDrive is and common features.
- Learn how to determine where your files live.
- Discover how to gain access online through the M365 hub or your personal device.
- Explore how to share files and collaborate with others

In this session, you will learn best practices for creating a shared document library, understand the benefits of syncing Teams file locations, and discover how to make virtual meetings more engaging with the new Teams meeting experience.

Objectives:

- Understand the organization of a Team.
- Discover best practices for sharing files within a Team.
- Leverage the power of app integrations for collaboration.
- Learn the benefits of syncing Teams locations to OneDrive.

Create a Collaborative Space in Teams



Where Should My Files Live?



Don't let file storage get in the way of your productivity. Whether you need to save files for yourself or work with others, OneDrive and Teams have you covered. You will learn how to use OneDrive for personal files and Teams for department storage and collaboration.

Objectives:

- Explore the file storage capabilities of each tool.
- Unpack the advantages and disadvantages of using one tool over the other.
- Discover the most effective way to set sharing permissions to ensure data security.

“Why should I use my Outlook calendar?” The Calendar app is embedded into your Elon Outlook email and can be very useful in helping you manage your day, find availability when scheduling meetings, and communicate your availability to colleagues and students.

Manage Your Day with Outlook Calendar



Objectives:

- Learn how to schedule Teams and Zoom meetings directly from the calendar.
- Discover how to use Scheduling Assistant and the Scheduling Poll add-in to find the best time to schedule meetings.
- Explore how to customize your calendar for ease of use and access.

Moodle Related

Moodle Basics



Are you new to Moodle or looking to strengthen your foundational skills for online education? This interactive workshop will help you master Moodle's essential features. Learn to navigate the platform, create courses, manage content, and engage students effectively. Whether you're a beginner or need a refresher, this workshop is your key to building engaging online learning environments.

Objectives:

- Confidently navigate your Moodle course
 - Upload, organize, and manage course resources
 - Create assignments and other activities
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In this session, harness the full potential of Moodle activities to invigorate your teaching approach. Discover how to craft engaging activities aligned with your learning objectives, fostering deeper student engagement and promoting critical thinking. Elevate your pedagogy, create an interactive learning environment, and inspire your students.

Objectives:

- Identify Activity categories and their associated activities
- Align learning objectives to different activities in Moodle
- Select a Moodle activity that best supports a course learning objective

Align Moodle Activities to Learning Objectives



Moodle and Universal Design for Learning (UDL)



Explore the transformative power of Universal Design for Learning (UDL) in this enlightening workshop. UDL is an inclusive teaching approach that accommodates every learner's unique needs and abilities, eliminating barriers to learning. We will delve into the fundamentals of UDL and brainstorm innovative ways to leverage Moodle's features to create a flexible and inclusive learning environment.

Objectives:

- Explain the fundamentals of Universal Design for Learning (UDL)
- Identify and implement resources and activities to support the use of UDL in your course

Moodle for Formative Assessments



Moodle offers a wealth of activities and resources to create, deliver, and analyze formative assessments seamlessly. Explore how to design quizzes and interactive activities within Moodle, all aimed at continuously gauging and improving student understanding. Walk away with the skills and confidence to utilize Moodle's capabilities to enhance learning and promote deeper student engagement and achievement.

Objectives:

- Build quizzes and use quiz analytics to evaluate and enhance student performance.
- Create a Moodle lesson as a creative alternative to conventional quizzes.
- Explore H5P as a powerful assessment strategy.

Creating Accessible Courses

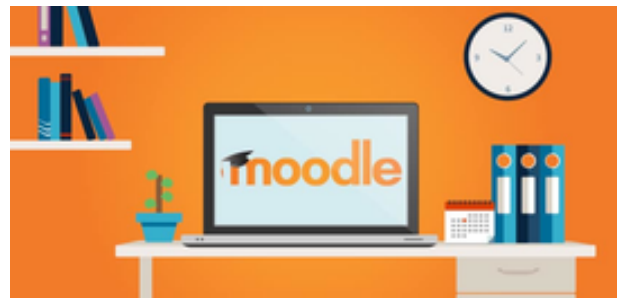
In today's digital age, accessibility ensures everyone can fully participate in the learning journey. Discover practical strategies and tools within Moodle that adhere to the POUR principles of accessibility: Perceivable, Operable, Understandable, and Robust. We'll delve into techniques for creating content that is not only POUR-compliant but also fosters an inclusive learning environment.

Objectives:

- Identify common accessibility issues in Moodle
 - Apply the POUR principles of accessibility (Perceivable, Operable, Understandable, and Robust) within Moodle
 - Implement Moodle's built-in accessibility checker to assess accessibility within your course
-

Foster transparency and reduce confusion for your students with this course design workshop. This session focuses on selecting the appropriate course format, curating Moodle activities, and structuring your gradebook to reflect your written syllabus and set students on the path to achieving their instructional goals.

Course Design, from Syllabus to Gradebook



Objectives:

- Select the best format for your Moodle course based on your syllabus
- Translate learning opportunities into Moodle activities
- Set up your gradebook to reflect your syllabus grading strategy

Presentation and Other Elon Supported Tools

Create and Share Stunning Content with Free Tools



Are you a graphic designer at heart, without formal training? Seeking an alternative to PowerPoint but don't know where to turn? In this session, you will discover content creation and presentation tools available to you for free with your Elon account.

Objectives:

- Learn how to create beautiful graphics, video stories, websites, and more with Adobe Express.
- Discover how PowerPoint Live can broadcast slide decks onto attendees' mobile devices.
- Get inspired by Microsoft Sway and learn how to create and share interactive presentations with little design effort.

If you are searching for a tool to assist students with developing skills that are not covered in your curriculum, look no further. LinkedIn Learning can help students develop skills in delivering and designing effective presentations, tips for communicating with confidence, time management skills, and more! Are you looking for ways to grow professionally at no additional cost? LinkedIn Learning may be the perfect solution for you to brush up on certifications and stay ahead in your profession!

Leveraging the Power of LinkedIn Learning for Students and Professional Growth

Objectives:

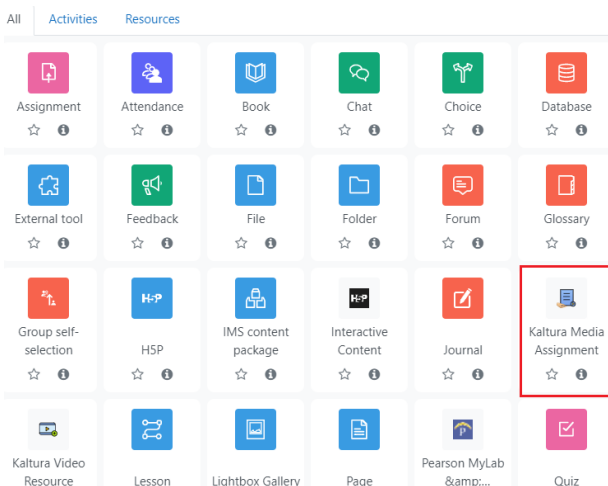
- Learn how LinkedIn Learning can be leveraged as an on-demand resource to learn business, creative, and technology skills.
- Discover how you can take advantage of content mapping to widdle through LinkedIn Learning’s vast content library for coursework and student support.
- Discover how you can customize content for students and staff with curator roles.
- Explore certifications that are offered through LinkedIn Learning at no additional cost.



Video Workshop & Project Requests

Moodle and Kaltura Integration

Are you looking to add videos to your Moodle course? Do you have a desire to use videos to better engage with your students? This workshop will teach you how Kaltura can enhance your Moodle courses. Learn how to successfully upload and integrate videos in Moodle, which formats to use for video assignments and submissions, and common mistakes to avoid.



Objectives:

- Learn how to integrate Kaltura video in Moodle.
- Understand the proper video formats for uploads.
- Understand how to navigate common video assignment errors.

Are you new to Kaltura or looking to strengthen your foundational skills for online education? In this interactive workshop, you will learn Kaltura's essential features, like navigating the platform, uploading videos, editing features, and best practices for engaging students effectively. Whether you're a beginner or need a refresher, this workshop is your key to building engaging online learning environments.

Kaltura Basics

Objectives:

- Discover how to confidently navigate Kaltura with ease.
- Understand uploading and publishing options.
- Understand how to use editing features within Kaltura.

Self-Recording on Elon University's Campus



Are you hosting a campus event and need to record yourself? In this interactive workshop, you will learn best practices for recording yourself and which locations on campus have built-in options to create a polished self-recording. **Note: This is a workshop designed to assist with capturing your content on Elon's main campus.**

Objectives:

- Discover which main campus locations support self-recording.
- Learn skills and techniques to record yourself successfully.
- Learn how to upload and securely share content.

Do you need an educational or promotional video produced for internal audiences? The Learning Design and Support Team produces videos primarily targeting current students, faculty, or staff. Click [here](#) to submit a [Video Project Proposal](#).

Request a Video Project