The RoseMary B. Fuss Technology for Learning Center (TLC) at Lasell College assists faculty in the use of technology as a tool to achieve curricular objectives, complement pedagogy, engage a diverse population of students, and support assessment efforts. Through consultation, training, support, and research and development, we help faculty members design technology projects that support student learning.

How we offer our services:

You can come to us: Faculty who need assistance with online or face-to-face educational tools will receive group or one-to-one training in the development of Moodle online courses, course web sites, online forums, wikis, clickers, electronic portfolios, etc. See schedule on left.

We will come to your class: Faculty who require students to use specific software applications to meet course objectives can request a specific Just-in-Time Workshop for applications such as: Excel Spreadsheets, Word Review Tools, Professional Presentations using PowerPoint, Concept Mapping, Poster Creation, Digital Story Telling, Video Editing using Windows Movie Maker, Interactive SMARTBoard, Wiki Collaboration Projects, etc.

Your students can receive assistance by appointment.

Wednesdays and Thursdays: New Technology Workshops (See Training at a Glance for times)

Sept. 8 and Sept. 9: Moodle Introduction
The session will help you become familiar with your course web page, and will cover formatting, and posting syllabi and other course materials.

Sept. 15 and Sept. 16: Let Moodle Gradebook Calculate Grades for You!
Learn how to set up a gradebook in your Moodle course, thus eliminating the need to enter formulas in Excel and convert final number grades to letter grades.

Sept. 22 and Sept. 23: Preparing Professional Presentations in PowerPoint
This hands-on session will prepare you how to design effective PowerPoint presentations using Microsoft PowerPoint 2007. Professional presentation suggestions and best practices will be discussed.

Sept. 29 and Sept. 30: Keeping Course Records using Moodle
Learn how to track student daily attendance, course related emails, and student grade records all in ONE location – your course web page.

Oct. 6 and Oct. 7: Actively Engage Students in the Learning Process with Clickers and Cell Phones
Clickers and cell phones can be used to engage students in the learning process by encouraging immediate feedback or collecting anonymous information and opinions.

Oct. 13 and Oct. 14: Concept Mapping (Inspiration)
Explore ways in which concept mapping tools can help students develop deeper learning skills by integrating new information with prior knowledge, clarifying thoughts, analyzing information, and thinking critically.

Oct. 20 and Oct. 21: Expanding Communication Channels for Your Course using Moodle Discussion Forums
Extend class discussions and encourage deeper thinking through online discussions and use Chat for virtual office hours when meeting face to face is not an option.

Oct. 27 and Oct. 28: Adding Multimedia Resources to Your Course
Preload your multimedia resources into a centrally located, easy to access online space. Collect your
What is Technology Across the Curriculum?

The mission of the TLC is to provide students with learning opportunities that will help them become technologically competitive in a constantly evolving global information society. To meet this mission, we encourage faculty to:

- Model the use of technology
- Require the use of industry specific software applications for course assignments
- Request technology workshops on a just-in-time basis
- Require students to adhere to professional standards

See the TLC web site for Best Practices, Resources, and Guidelines. Call 617 243-2001 with additional requests.

In addition to our scheduled workshops, the TLC provides customized training on the instructional uses of various technologies and teaching topics for groups of 3 or more faculty members in our TLC Faculty Computer Lab (Teaching and Learning Commons, Brennan Library 101). Please contact us to request a training session, ideally two or more weeks in advance.

<table>
<thead>
<tr>
<th>Youtube videos, web resources, articles, podcasts, and other instructional materials and organize them by weeks or topics.</th>
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<tr>
<td>Nov. 3 and Nov. 4: SMARTBoard</td>
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<td>The session will offer a quick overview of how to offer a dynamic learning experience to students through the use of an interactive white board. You will learn how to take class notes and annotate demonstrations on the SMARTBoard, which you can then save, edit and upload to your Moodle course for future reference.</td>
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<td>Nov. 17 and Nov. 18: Managing and Organizing Your Course Materials</td>
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<td>The session will cover file naming protocols and Microsoft Word review features and shortcuts.</td>
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<td>Dec. 1 and Dec. 2: TBA Dec. 8 and Dec. 9: TBA</td>
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Course Web Pages on Moodle:

Lasell College uses Moodle as its course management system. Moodle is an open source e-learning application that complements face-to-face classroom instruction. It is accessed through your Internet browser and provides a secure learning environment for accessing course materials and sharing information. Moodle offers a number of features and tools that enhance effective learning. These include:

- File management and the ability to share resources among course sections
- The uploading, embedding, and displaying of all types of course materials
- Assignment submission and grading
- Communication tools: Discussion forums, chat rooms, instant messages, emails, etc.
- Collaborative tools: Wiki, glossary, database, etc. either whole class or for group

Access the Moodle logon page in one of three ways:

- Go to my.lasell.edu, select the Moodle tab.
- Go to selfservice.lasell.edu, select the Moodle from the Home tab
- Go directly to moodle.lasell.edu

Technology Across the Curriculum:

Visit http://www.lasell.edu/tlc for tips on using technology in the classroom where you will find:

- Best Practices
  - Effective email practices
  - Professional presentation guidelines
  - Professional poster design and development
- Faculty Resources
  - Clickers (student response systems)
  - Digital story telling
  - Document camera
  - Web 2.0
- Classroom User Guides
- Online Teaching Guides
  - Online etiquette guidelines
  - Online discussion board rubrics
  - References to best practices
- Moodle (Lasell’s Course Management System)
  - Help guides for students and faculty
  - Short videos for using Moodle
  - List of Moodle workshops
- Student Resources