

INSTRUCTIONAL TECHNOLOGIES

Adobe Acrobat Basics

Use Adobe Acrobat to create interactive teaching materials by assembling PowerPoint presentations, existing PDFs, web pages, photos and illustrations into a single Acrobat file. Topics include: converting to PDF; editing PDFs; and adding interactivity (e.g. bookmarks, links, buttons and media clips).

Adobe Acrobat: Forms

Need an evaluation tool or a registration form? Learn to convert your MS Word document into a digital form that can be emailed or posted on the web. In this session you will: complete a form in MS Word; convert the form to an Adobe Acrobat file; insert text fields, check boxes, radio buttons, select menus, list boxes; save and distribute the form; and compile completed forms

Adobe Captivate

Captivate's import features allow you to capture your PPT slides and add audio to prepare a fully-narrated lecture that can be posted to Blackboard. Learn how to: prepare your PPT slides for import into Captivate; import a PPT presentation; add and edit narration; and publish your presentation for both the web (SWF) or as an MP3 file.

Audience Response System (Turning Point or Nearpod)

Planning an exam review? Want to find out what students really think? An audience response system like Turning Point or Nearpod can help. Our instructor will teach you the skills you'll need to create, present, and save a polling presentation.

Effective Course Management Using Blackboard

This session is designed for course directors and for teachers responsible for all aspects of a course. The session concentrates on the basic features of Blackboard including Wikis, Blogs, assessment, the Grade Center, and distance learning tools; discover the benefits of using these tools in your face-to-face courses.

Effective Presentations

This session will cover everything from creating your first presentation to developing multimedia presentations with components for audience participation and enduring handouts. Both new and seasoned faculty will benefit from the hands-on training designed to improve your presentations. Our instructor will focus on how to create and manage digital assets using the Adobe Creative Suite. Content delivery will also be covered, including how to package your content for students to access independently, and tools for the auditorium-like polling software.

Photoshop (Basics and Intermediate)

If you would like to create a digital image collection for teaching and publishing, then this hands-on training will cover each step of the process - from digitizing images to managing files for all possible output types. We'll use Adobe Photoshop on the Windows operating system.

For a more in-depth exploration of this application's functions, our instructor can cover more advanced topics such as: Automate functions; History Palette; Layers; Layout; Preparing images for use in MS Office applications.

SELF-DIRECTED LEARNING

Evidence-Based Medicine Tutorial

Available online anytime:

<http://library.jefferson.edu/Ask/Help/Videos/EBM%20Tutorial/>

Copyright & Fair Use Guidelines

Available online anytime:

<http://library.jefferson.edu/Education/programs/aisr-sdl/copyright/>

This module provides basic information about copyright, guidelines for classroom use of published materials, fair use doctrine and its application in a university setting.

To request a training session or course support, please contact:

ACADEMIC RESEARCH AND LIBRARY TOOLS

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CTL Training Sessions

*Educational Technologies
Scott Memorial Library*



[http://library.jefferson.edu/
Education/EdServices/training.cfm](http://library.jefferson.edu/Education/EdServices/training.cfm)

Training is **FREE**
to all Jefferson faculty,
staff and students.

Scott Memorial Library
Center for Teaching and Learning

EDUCATIONAL TECHNOLOGIES TRAINING SESSIONS

ACADEMIC RESEARCH AND LIBRARY TOOLS

Bibliographic Management: Introduction to RefWorks

Stop typing out your bibliographies. More than four thousand Jeffersonians use RefWorks, a web-based database and bibliography creation program, available via the Library website. Learn to create, organize, and access personal databases of bibliographic citations. Save time and let RefWorks format your bibliography for you. Learn how to use Refworks to import, export, search, and format citations, and to use RefShare to collaborate and share databases with your colleagues.

Conducting Research with Knowledge-Based Databases, Search Engines and Managing Your Citations with RefWorks 2.0

Designed for Jefferson researchers, this training session will help you learn to organize citations to expedite your research output. Our instructor will cover PubMed, Scopus, Google and Google Scholar and how to use RefWorks 2.0 to manage your citations for publication. We'll move from introductory concepts to more advanced search techniques.

e-books at Jefferson

With the proliferation of next generation devices like the Kindle and iPad, e-books are getting renewed attention. Learn about trends in scholarly publishing, how to use the 1200+ e-books available from the Library website, and how to integrate e-books into Blackboard.

Introduction to Google Forms

Learn how to utilize Google forms to create quick and easy online surveys and questionnaires. Build surveys using multiple-choice, text, checkboxes, lists or scales. Learn how to create a form and view how results are displayed. Google forms is part of Google Docs, the free web-based program that also includes word processing, spreadsheets and presentation templates.

Introduction to OVIDSP

Designed for Jeffersonians with little or no experience searching the MEDLINE database using OVIDSP, this training session will introduce participants to the MEDLINE database structure and content. *Complete description is available online.*

Professional PubMed Searching

Learn to search MEDLINE through PubMed, the National Library of Medicine's Entrez search engine. This training focuses on using Linkout (links to over 5,300 full-text SML electronic journals), My NCBI (store and retrieve search strategies and establish search filters), Clipboard, Limit, and History features of PubMed. *Complete description is available online.*

RSS Workshop - Manage your information intake

Are you overwhelmed by the task of keeping up to date? Work smarter and be more productive by using RSS, a Web standard, to consolidate journal table of contents alerts, news headlines, Septa outages and more in one place. In this session, Jeffersonians will create and customize their own Google reader accounts.

Systematic Reviews

The librarians at Scott Memorial Library are available to guide you through the process of developing a Systematic Review of the literature. Due to the limited size of this group they do not perform searches, but can consult with you on the following:

- Development of an effective research question
- Discuss search term selection
- Recommend databases to include in the search
- Review your search strategies
- Provide instruction on advanced database searching techniques
- Provide instruction on the use of citation management software (creating RefWorks databases, etc.) for organizing retrieved references

Take Advantage of the Jefferson Digital Commons for Shameless Self-Promotion

Increase your visibility and promote your Jefferson research and publishing efforts to the world by participating in the Jefferson Digital Commons (JDC). With over 9100 different archived full-text resources including academic articles, posters, preprints, videos, images, teaching materials and newsletters, you get permanent public space for all types of files AND your work is indexed by search engines like Google. The JDC is FREE to all Jeffersonians.

Complete description is available online.

Twitter for Beginners

You will create an account, learn to tweet, learn Twitter etiquette, and how tweeting can help strengthen your course, organization, or department community. Follow [@SMLibrary_TJU](https://twitter.com/SMLibrary_TJU).

Using Scopus & Internet Search Engines Effectively

Tired of getting millions of results when you search Google? Significantly increase the chances you'll find what you're looking for when your librarians show you how to change your simple searches to successful power searches. This workshop will also discuss Google Scholar and citation analysis.

CAREER DEVELOPMENT TOOLBOX

Key Steps in Writing—and Publishing—Your Manuscript

This presentation provides advice on how to be more organized and less overwhelmed when you write your next manuscript. It also focuses on key elements of manuscript writing, with a focus on engaging an editor's attention. Jennifer Fisher Wilson is the medical writer and editor at the new Jefferson Writing Center. Before joining Jefferson, she spent 12 years as a writer and editor for *Annals of Internal Medicine*.

Upon completion of this session, participants will:

- Know the key points to keep in mind when starting their next manuscript.
- Know what parts of the manuscript readers are most likely to see, and how to improve them.
- Know how to use a systematic approach to writing the body of the paper.

MEDICAL HISTORY/UNIVERSITY ARCHIVES

Medical History Walking Tour

Join F. Michael Angelo, University Archivist and Special Collections Librarian for Thomas Jefferson University, on a medical history walking tour around the TJU campus. Participants will meet in the lobby of Scott Memorial Library to start the tour.