



# CT&L the Center for Teaching & Learning

## Conversations about Teaching & Technology Efficiencies: Lightning Your Work Load

Conversations highlight the technology innovations and successes of campus colleagues while encouraging others to think differently about course design and online learning.

**January 26 12:00-1:00 PM**

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### ***Using MyGateway's Grade Center to Help Students Stay on Track***

Creatively using the Grade Center places responsibility on students to submit work promptly and track their own progress. Learn some shortcuts and strategies about managing team projects and grading electronic assignments that can increase your efficiency and your students' learning and productivity.

**February 11 12:00-1:00 PM**

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### ***Online Office Hours and Test Reviews***

Did you know you can rely on a variety of online tools for meeting students or encouraging them to study together or offering online ways to take class notes? Learn about group collaboration and recording tools that can be used 24/7 to support student study and exam preparation. Faculty users will demonstrate Wimba Classroom, Pronto and Windows Media Streaming.

**February 16 12:00-1:00 PM**

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### ***Faculty Accomplishment System Fundamentals***

Begin working on your *annual review* by learning how to upload and enter files into the UM FAS System. Come with a colleague. Bring your questions and a flash drive loaded with key files (current c.v., lists of committees, activities, scholarly work).

**February 25 12:00-1:00 PM**

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### ***Conducting Meaningful Discussions Online***

Learn to use, manage, and assess online discussions to extend the experiences of your students, enrich their knowledge with critical thinking and evaluation, and include guest lecturers and student moderators. Faculty and TAs offer advice about making online discussions manageable.

**March 10 12:30-1:30 PM**

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### ***Creating and Delivering Online Tests***

Assessing students online has benefits and challenges. Improve your understanding of the options on campus for developing, delivering, and proctoring tests. Faculty users describe their successful experiences giving tests online.

You are welcome to bring a sack lunch to Conversations.

Co-sponsored by the Center for Teaching and Learning and Information Technology Services