STAFF IN-SERVICE DAY!
THURS, MARCH 12 • 1–4 • DALTON

ORGANIZED BY
LITS
LIBRARY & INFORMATION TECHNOLOGY SERVICES

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*OVERVIEW*

All Courses Take Place in Dalton. See page # for description.
**Ancestry.com: Library Edition**

**Instructor:** Olivia Castello, Outreach and Education Technology Librarian  
**Dalton 20 • 3:10–3:30**

Did you know that Bryn Mawr has an institutional subscription to Ancestry.com, Library Edition? In this session we will:

- Learn how to search billions of historical documents, historical photos, local narratives, oral histories, and more, spanning the 1500s to the 2000s
- Do some sample research on historical Bryn Mawrters
- Get tips for keeping your research organized without an expensive individual Ancestry.com membership

**Excel 101: Basic Tools and Tips**

**Instructor:** Lindsey Dever -Assistant Director of Institutional Research  
**Dalton 6 • 1:20–1:40, 2:10–2:30, 3:10–3:30**

This session will provide attendees with resources on basic terms, formulas, and other useful tips in Excel. Quick, time-saving tricks will also be demonstrated. Come learn some Excel essentials and simple ways to be more productive!

**Excel PivotTables**

**Instructor:** Tijana Stefanovic, Assistant Treasurer for Financial Planning and Budgets  
**Dalton 25 • 1:55–2:30, 3:25–4**

Pivot Tables can help you sort, count, sum, and organize large sets of data with ease. Pivot Tables can be used to analyze any data set, so any Bionic or Financial Edge query output is a candidate! This class will demonstrate basic Pivot Table construction and introduce some advanced features (summarization options, value display options, calculated fields, Pivot Charts).

**From Questions to Answers: Creating Customized Surveys**

**Instructor:** David Consiglio, Director of Research Support and Educational Technology  
**Dalton 212E • 1:20–1:40, 2:10–2:30, 3:10–3:30**

Learn the fundamental elements of the Total Survey Design process to help you turn your research questions into data. This session will provide a process which will help you maximize the alignment of the survey data you collect to your research goals.

**Improving Student Attendance at Non-Academic Events Think Tank**

**Instructor:** Katie Krimmel, Associate Dean in the Center for Leadership, Innovation and the Liberal Arts  
**Dalton 212A • 2:45–3:20**

Have you planned a student event and not had anyone attend? Have you had a lot of students sign up and then had over half not show up? Take some time to brainstorm ways to improve student engagement and attendance during this session.
**Introduction to Process Mapping with Swim Lane Flowcharts**

Instructors: Jess Hollinger, Assistant Director of Experiential Education, and Andrew Mantuano, Outreach and Education Coordinator

*Dalton 2 • 2:10–2:30, 3:35–3:55*

Even within a small team, it can be unclear as to who does what, when they do it, and if it’s the best possible way to accomplish the task. Using a Swim Lane Flowchart to map out a process can help clarify the unknown and locate areas in need of improvement, which can lead to a better workflow! Attend this interactive session to learn the basics of process mapping!

**It’s About Time: Enhancing Your Productivity**

Instructor: Sabree Barnes, Faculty Affairs Associate

*Dalton 212A • 1:15-1:50, 3:25-4*

With the increasing demands of our lives, we seem to be losing more and more time. In this session, we will debunk the myth of multitasking and review the most popular productivity strategies (GTD, Franklin Covey, Pomodoro) to help you find the pieces in each that will work for you. You’re guaranteed to find at least one tip useful!

**Making Images Pop with PowerPoint**

Instructor: Sarah Theobald, Academic Program Administrator

*Dalton 20 • 1:45–2:05, 2:45–3:05, 3:35–3:55*

This class will focus on built-in tools of MS PowerPoint (also available in many other MS Office programs: Word, Publisher, etc.) to manipulate photos. Use them to illustrate diagrams, make them pop off the screen, and get rid of that obnoxious background.

**Meet the New Canon Copiers!**

Instructor: TBD Canon Training Representative

*Dalton 10 • 1:45-2:05, 2:45-3:05, 3:35-3:55 (the instructor will also be holding a “walk-up” session during the intermission)*

A representative from Canon will be on-site to teach you how to copy, print, scan, and fax using the new copiers in your office! Come for a comprehensive 20-minute session or stop by for a quick demo during the intermission.

**PeopleSoft Query Basics**

Instructor: Jen Hawkes, Assistant Registrar

*See next page for class times*

The Query Basics sessions are a sequential three part series on Peoplesoft query. If you have some experience with running queries, but not writing your own, come to one of the later sessions. Attendance at all three sessions is not required, but each session will build on each other. The sessions will be lecture-based with live demo, not hands on, but you will be provided with detailed handouts so you can try what you learn back at your office after the sessions.
Session 1: What is Query & Running a Query

*Dalton 119 • 1:15–1:50*

Who should attend this class? Session 1 is for the absolute beginner, you should use Bionic on a regular basis for work, but no experience with the query tool is needed. Session 1 will cover:

- What is a database and tables
- What is a query
- How to access and run an already existing query

Everyday Application: You are asked for data you know is stored in PeopleSoft/Bionic. Sometimes other people have written queries you can use, if you know how to use them. No need to call someone to get the information you need, just run the data!

Session 2: Writing a Query & Adding Criteria

*Dalton 119 • 1:55–2:30*

Who should attend this class? Session 2 is for the beginner; you should use Bionic on a regular basis for work and be familiar running prewritten queries or have attended Session 1. No experience writing queries is necessary. Session 2 will cover:

- How to write a query
- How to change the order of columns
- How to add criteria

Everyday Application: Sometimes you need to retrieve data from PeopleSoft and write your own query. Rest assured it isn’t hard and if it is in Bionic, you can get it back out. How many tenured faculty are in the Sciences? Which staff work in Gateway and what are their extensions? How many majors and minors are there in Psychology and what is their email addresses?

Session 3: Working with Multiple Tables

*Dalton 119 • 2:45–3:20*

Who should attend this class? Staff who take part in Session 3 must have attended the previous two sessions or be comfortable writing a basic query including adding criteria to their query and understanding the basics of query. Session 3 will cover:

- How to Join tables together
- Changing the Sort order of the results
- How to change the headings
- How to display translate values

Everyday Application: Sometimes the data you want to retrieve isn’t available in the same table. Joining tables is an essential skill to retrieving information from PeopleSoft. Rarely do I have a query will less than 3 tables. Anyone who needs to retrieve data from PeopleSoft needs to attend this session.
PeopleSoft Query (Intermediate): Subqueries & Unions

Instructor: Jen Hawkes, Assistant Registrar

Dalton 119 • 3:25–4

What will I learn in Subqueries & Unions? We will cover both subqueries and unions: what are they, how to write them, when to use them. You will learn the logic behind a subquery (which is really a “query within a query”) and why a union might be helpful and save you from merging data sets in Excel.

Who should attend this class? The PeopleSoft subquery and union session is intended for the intermediate query user who is comfortable writing queries and joining tables together. This session might be too advanced for those who just completed the three part query basics sessions.

Everyday Application: You need the mailing addresses for two groups of people stored in different tables (for example: alumnae and current students), instead of building two queries and copying and pasting the data in Excel into one table—use a Union! You need to retrieve data on a group of students/staff/ or faculty based on another set of criteria—use a Subquery! [Example: a list of all students currently enrolled in a class who have not fulfilled the college’s quantitative requirement.]

Personal Digital Archiving

Instructors: Rachel Appel, Digital Collections Librarian

Dalton 25 • 1:15–1:50, 2:45–3:20

Personal digital archiving is taking steps (small or big) to ensure your family memories, personal and professional papers are safe from disaster, human error, or everyday digital wear and tear. As our digital media grows at an exponential rate using tools and following principles become increasingly important. This session will cover some basic steps toward managing and preserving your digital files such as: saving your email, managing photo collections, and understanding storage media.

Project Management: How to Start and End Your Project

Instructors: Juliana Perry, Web Services Project Manager, and Melissa Cresswell, Director of Planning and Communication

Dalton 2 • 1:20–1:40, 2:45–3:05

Learn about some of the key elements for successfully beginning and ending any kind of project. We’ll especially focus on the often-overlooked elements that can delay or even doom your project.
Project Management: Planning and Communicating About Your Project

Instructors: Melissa Cresswell, Director of Planning and Communication, and Juliana Perry, Web Services Project Manager

Dalton 2 • 1:45–2:05, 3:10–3:30

Learn communication best practices, scheduling tips & tricks, and how to plan for risk. Practice what you’ve learned with hands-on exercises and immediate feedback.

RAD (Rape Aggression Defense): To Develop and Enhance the Options of Self Defense, So They May Become Viable Considerations to the Woman who is Attacked

Instructor: Michael Ramsey, Card Access Administrator, Campus Safety Training Officer, RAD Instructor

Dalton 1 • 1:15–1:50, 2:45–3:20

In this class you will be shown counter defense techniques. Moderate techniques are defined as those which impact less than vital areas. Extreme techniques are defined as those which have the most severe distractive effects on a suspect. If used effectively, these impact areas are often considered vital or potentially lethal. Transfer fear into anger!

Social Security, Retirement & You

Dalton 1 • 1:55–2:30

Instructor: Richard Gaudiosi, Public Affairs Specialist, Social Security Administration

Do you know your full retirement age? How your benefit is figured? What online tools can assist with your financial planning? Get the straight scoop on the benefits you’ve worked for all your life!

There’s More to Moodle!

Instructor: Helen Chang, Research Support Education Technician

Dalton 212E • 1:45–2:05, 2:45–3:05, 3:35–3:55

Moodle has many different uses that you may not be aware of! Moodle can function as a secure chatroom, a way to organize and administer professional development resources, a virtual suggestion box, or even a voting booth! It can be many things; it just needs your creativity! Come learn a few of the possibilities and brainstorm how you could innovatively use Moodle back in your office. There will also be an FAQ, so bring your questions!
Visual Design Basics

Instructor: Jennifer Spohrer, Coordinator for Academic Technology Initiatives
Dalton 1 • 1:55–2:30, 3:25–4
This workshop will give you a quick introduction to three basic visual design principles: similarity/contrast, grouping/spacing, and hierarchy. Come experiment with using these principles to make programs, advertisements, syllabi and longer documents both visually arresting and easier to read. Bonus handouts will cover using styles in Microsoft Office to quickly apply and adjust visual design elements, visual design for accessibility, and image-editing tips for web and print.

What’s New in the Library?

Instructor: Arleen Zimmerle, Reference and Media Librarian
Dalton 20 • 1:20–1:40
As a Bryn Mawr staff member, you have access to informative and fun resources from our library! We’ll cover some quick tips to finding: DVDs & Streaming video, Popular Books, The New York Times online, The Chronicle of Higher Education online.

WhenIsGood? No, really, WhenIsGood?

Instructor: Chris Teter, Department Coordinator
Dalton 10 • 1:20–1:40, 2:10–2:30, 3:10–3:30
Tired of sorting through multiple emails to coordinate that meeting? Feel like you could pull your hair out trying to get everyone’s availability? Come learn about WhenIsGood, an easy to use scheduling tool that will get the job done in a flash!

Working Off Campus: VPN and Briefcase

Dalton 6 • 1:45–2:05, 2:45–3:05, 3:35–3:55
Instructor: Megan Clark, Help Desk Technician
Bryn Mawr College offers multiple ways to securely access files from any location, whether you are at home and need to access your own files or collaborating with an international colleague (and anything in between)! This session will discuss utilizing the Zimbra Briefcase and VPN for accessing documents anywhere with an internet connection, and why it’s important to use trusted services to store College data.

Zinio: Digital Magazines

Instructor: Olivia Castello, Outreach and Education Technology Librarian
Dalton 20 • 2:10–2:30
Zinio provides the ability to read dozens of popular magazines cover to cover on your computer or mobile device. You’ll learn how to set up a Zinio account, and use your computer or mobile device to check out and read popular magazines. You can also combine your Bryn Mawr Zinio account with your personal or public library Zinio account to access even more titles! (Bring your password if you already have another Zinio account.)