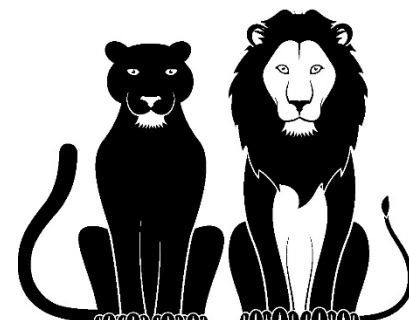


The Normandale Center for Teaching & Learning presents...

# Friday Coffee Fix!

In addition to normal drop-in hours, **every Friday** from 10am-12pm will feature **free coffee and snacks** in the Professional Development Center. **Every other Friday** will feature a **specific tool in D2L!** Bring your own mug if you can, and fuel up on caffeine to keep yourself - and your class - running smoothly.



## Fall 2017 Schedule for Friday Coffee Fix , 10am-12pm, L1735

September 22 <sup>nd</sup>	10-11: <b>Discussion groups (new D2L feature!)</b> : It's easier than ever to separate a topic by groups, link it to a single grade item, and grade efficiently! Learn how. 11-12: <b>Quizzes/Turnitin/Respondus</b> : Learn basic functions, advanced functions, and great ways to use these tools in D2L.
September 29 <sup>th</sup>	<b>BYOQ – Bring Your Own Questions</b>
October 6 <sup>th</sup>	10-12: <b>Awards &amp; Certificates (new D2L feature!)</b> : Students love digital awards & badges, and D2L has created an easy way to engage with students as they complete their various tasks and learning goals.  <i>*Update: We will also discuss Intelligent Agents – a very useful automatic tool for sending student notifications.</i>
October 13 <sup>th</sup>	10-12: <b>Office 365 Integration in D2L (partnered with IT services)</b> : Learn great ways to upload, link, and share files with students in D2L. Strategies for better student engagement in both online and face-to-face classes will be discussed.
October 20 <sup>th</sup>	<b>MEA BREAK</b>
*October 27 <sup>th</sup>	<i>No Friday Coffee Fix - *Improving Your Online Course workshop in Rochester! Contact Kathleen Coate for more info or to sign up.</i>
November 3 <sup>rd</sup>	10-12: <b>Adobe Connect</b> : Web conferencing software that allows you to meet and work with your students live – from anywhere!
November 10 <sup>th</sup>	<b>BYOQ – Bring Your Own Questions</b>
November 17 <sup>th</sup>	10-12: <b>Templates &amp; Design Strategies</b> : Did you know that D2L has pre-made content designs that you can use for robust, interactive Content files?? Come learn how to get them into your class.
November 24 <sup>th</sup>	<b>Thanksgiving holiday</b>
December 1 <sup>st</sup>	<b>Gradebook</b> : Prepare for finals! Make sure everything is set up correctly, and learn best practices for releasing and submitting student grades.