

The Normandale Center for Teaching & Learning presents...

Friday Coffee Fix!



In addition to normal drop-in hours, **every Friday** from 10am-12pm and 1-3pm will feature **free coffee and snacks** in the Professional Development Center, with **focused discussions** on D2L Brightspace. Bring your own mug if you can, and fuel up on caffeine to keep yourself - and your class - running smoothly.



Spring 2018 Schedule for Friday Coffee Fix

10am-12pm (some sessions repeated 1pm-3pm)

January 19	<p>Quizzes (10am) Learn basic functions, grading tips, how to organize your question library, and the new “shuffle questions” feature.</p> <p>Discussion groups (11am) Learn how to separate topics by group, and post to all groups at once. Share ideas for managing group discussions.</p>
January 26	<i>No Coffee Fix or Drop-in hours: Kathleen out of town.</i>
February 2	Online/Hybrid content delivery – best practices. (10am-12pm AND 1-3pm) Discuss with your colleagues the best way to deliver course content for online or hybrid classes. Learn some new strategies that will help students engage and stay on task when they are online.
February 9 <i>(Repeated on Feb. 23rd)</i>	<p>Office 365 integration with D2L (10am-12pm AND 1-3pm) 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.</p> <p>**We will also help prepare you for the upcoming migration to the new O365 server.</p>
February 16	BYOQ - Bring your own questions!
February 23 <i>(Repeat of Feb. 9th)</i>	<p>Office 365 integration with D2L (10am-12pm AND 1-3pm) 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.</p> <p>**We will also help prepare you for the upcoming migration to the new O365 server.</p>

March 2	BYOQ – Bring your own questions!
March 9	<i>Spring Break. For help during the break, contact the IT Helpdesk at 952-358-8181, or submit a request to AskUs – Employee Edition</i>
March 16	Managing Groups in D2L – best practices (10am-12pm AND 1-3pm) Learn new ideas for using the Groups tool, setting up discussion boards, folders, Office 365 shared documents, etc.
March 23	BYOQ – Bring your own questions!
March 30	Cloud migration info and mobile ways to use D2L. (10am-12pm AND 1-3pm) In June, D2L will migrate to a cloud-based server with some great new features including e-Portfolio for faculty and students. Also, learn how to use Pulse, Assignment Grader, and Binder.
April 6	BYOQ – Bring your own questions!
April 13	<i>D2L Connection: Minnesota Edition – all-day conference at Normandale. Contact Kathleen for registration info.</i>
April 27	Gradebook: Prepare for finals! Make sure everything is set up correctly, and learn best practices for releasing and submitting student grades. We will cover common end-of-the semester tasks and provide help with individual gradebook questions.