Segue
Creating Class and Content Web Sites

Segue is a content management system that allows faculty to easily post information on the web without the need to know programming or specialized web publishing skills. Segue provides templates to easily include course syllabus, lecture notes, handouts, assignments and data files on class web sites. Segue also includes the ability to conduct out of class online discussions and/or assessments. If you are interested in learning more about Segue and how you can share information on the web with your students, this workshop is for you!

Objectives:
- Are there examples of how my colleagues use Segue?
- How do I get setup to start using Segue?
- What type of information can I put on Segue for my students?
- How can I setup a discussion or assessment area for my students?
- How do I make changes to reflect modifications in my courses?

Dates, Times and Locations:
- May 15, 2006, 10:30am - 12:00pm, Olin 113
Instructor will be Melanie Hoag ... email Melanie (hoagm@southwestern.edu) to sign up!

Graphics to Go!
A collection of tips and techniques for acquiring, manipulating and using graphics.

Objectives:
- Tips for scanning from books, photos and slides.
- What is the best graphic file “type” to use for my graphics?
- What are some of the tools I can use to manipulate my graphics – cropping, resizing, and rotating?
- How can I insert my graphics into Word, PowerPoint and other documents?
- If I want to print something out in color on campus, what are my options?
- Guidelines and suggestions for creating a poster.

Dates, Times and Locations:
- May 15, 2006, 1:30pm - 3:00pm, Olin 113
Instructor will be Melanie Hoag ... email Melanie (hoagm@southwestern.edu) to sign up!
Managing Email with Thunderbird

Objectives:
- What do the preferences and settings in Thunderbird mean?
- Setting up and using message filters to “organize” mail.
- How do I create and use “signature” text and/or vCard that contains my contact information?
- Tips for working with attachments.
- Can I spell check my mail before I send it?
- Junk mail and real mail and how can I tell which ones are which?

Dates, Times and Locations:
- May 15, 2006, 8:30am - 10:00am, Olin 113
Instructor will be Melanie Hoag ... email Melanie (hoagm@southwestern.edu) to sign up!

Wrangling Up a Web Site

Objectives:
- What do I need to do to begin setting up a web site at Southwestern?
- Introduction to Dreamweaver, a web site creation tool.
- Create a web site that contains text, graphics, and links.
- How do I publish or make a site available to the world?
- What are some future considerations for a web site?

Dates, Times and Locations:
- May 15, 2006, 3:30pm - 5:00pm, Olin 113
Instructor will be Melanie Hoag ... email Melanie (hoagm@southwestern.edu) to sign up!