Inside...

Workshop trainings including:

- Blackboard
- Graphics and Web Authoring
- Citation Management
- Desktop Conferencing
- SPSS
- Excel
- and more!

Learning studio update

Microsoft Products Available

As a benefit of KU’s Microsoft Campus Agreement, both students and faculty/staff are eligible to purchase various Microsoft products at a reduced rate.

Faculty/Staff:
Microsoft Office 2010 is now available for faculty and staff to purchase for their personal computers through the Home Use Program (for $9.95). The “General” tab on the Kyou Portal lists instructions on how to access the media on the Home Use Program site. Office 2010 is only available for PC’s; however, faculty and staff still have the option of purchasing Office 2008 for Mac computers. If staff or faculty cannot see the information on the General tab, they can contact the KU IT Customer Service Center at 864-8080 for assistance.

Students:
The student licenses for Microsoft Office and Microsoft Windows Upgrades are covered under the Microsoft Campus Agreement; however, students are responsible for the cost of the media. Students are eligible to purchase one copy of the current version of Microsoft Office (for a PC or Mac) and one copy of Microsoft Windows upgrade. The products are available to students for $11.99 each. Students need to visit http://softwareagreement.ku.edu/ to select the items they would like to purchase and agree to the license agreements.

For additional information about the Microsoft Campus Agreement, visit http://www.technology.ku.edu/microsoft/.

Center for Digital Scholarship has new home on the Web

The Center for Digital Scholarship (CDS) at KU Libraries has launched a new Website (http://cds.lib.ku.edu/), featuring highlights from current and recent projects, a blog with the latest news from the group, staff profiles, and comprehensive information about the services the CDS offers researchers at KU, such as assistance with GIS, maps and data; digital publishing; and digital and multimedia imaging, conversion and creation.

The CDS supports KU’s evolving research environment with expertise and tools for creating and using digital scholarship to enhance research, teaching, and learning at the University of Kansas.
## Research and Libraries

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to submit your scholarly work to KU’s open archive, KU Scholar Works - New class!</td>
<td>Fri. Oct. 1</td>
<td>11:00 a.m. - 12:00 p.m.</td>
<td>AIC</td>
</tr>
<tr>
<td>How to submit your scholarly work to KU’s open archive, KU Scholar Works - New class!</td>
<td>Thur. Oct. 28</td>
<td>3:00 p.m. - 4:00 p.m.</td>
<td>Watson 419</td>
</tr>
<tr>
<td>Online Research</td>
<td>Sat. Sept. 11</td>
<td>9:30 a.m. - 10:30 a.m.</td>
<td>Lab A</td>
</tr>
<tr>
<td>Web 2.0 &amp; Academic Research</td>
<td>Sat. Oct. 9</td>
<td>9:30 a.m. - 10:30 a.m.</td>
<td>Lab A</td>
</tr>
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</table>

## Citation Management (Database, Website and Search Engines)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>EndNote X3 Beginning</td>
<td>Sat. Sept. 25</td>
<td>9:30 a.m. - 10:30 a.m.</td>
<td>Lab A</td>
</tr>
<tr>
<td>EndNote X3 Advanced</td>
<td>Sat. Oct. 2</td>
<td>9:30 a.m. - 10:30 a.m.</td>
<td>Lab A</td>
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<tr>
<td>EndNote X3: Libraries and Databases</td>
<td>Wed. Aug. 25</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>AIC</td>
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<tr>
<td>EndNote X3: Libraries and Databases (for Macs)</td>
<td>Tue. Aug. 31</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>iMac Lab</td>
</tr>
<tr>
<td>EndNote X3: Libraries and Databases</td>
<td>Wed. Sept. 29</td>
<td>12:00 p.m. - 1:30 p.m.</td>
<td>AIC</td>
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<tr>
<td>EndNote X3: Libraries and Databases (for Macs)</td>
<td>Wed. Oct. 27</td>
<td>12:00 p.m. - 1:30 p.m.</td>
<td>AIC</td>
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<tr>
<td>EndNote X3: Libraries and Databases</td>
<td>Mon. Nov. 8</td>
<td>3:00 p.m. - 4:30 p.m.</td>
<td>iMac Lab</td>
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<tr>
<td>EndNote X3: Bibliographies and Cite-While-You-Write</td>
<td>Fri. Aug. 27</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>AIC</td>
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<tr>
<td>EndNote X3: Bibliographies and Cite-While-You-Write (for Mac users)</td>
<td>Wed. Sept. 1</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td>iMac Lab</td>
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<tr>
<td>EndNote X3: Bibliographies and Cite-While-You-Write</td>
<td>Wed. Oct. 6</td>
<td>12:00 p.m. - 1:30 p.m.</td>
<td>AIC</td>
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<tr>
<td>EndNote X3: Bibliographies and Cite-While-You-Write (for Mac users)</td>
<td>Wed. Nov. 3</td>
<td>12:00 p.m. - 1:30 p.m.</td>
<td>iMac Lab</td>
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<tr>
<td>EndNote X3: Bibliographies and Cite-While-You-Write</td>
<td>Fri. Nov. 12</td>
<td>3:00 p.m. - 4:30 p.m.</td>
<td>AIC</td>
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<tr>
<td>Zotero: Citing your Sources</td>
<td>Wed. Sept. 22</td>
<td>11:00 a.m. - 12:30 p.m.</td>
<td>AIC</td>
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<tr>
<td>Zotero: Citing your Sources</td>
<td>Fri. Nov. 19</td>
<td>12:00 p.m. - 1:30 p.m.</td>
<td>AIC</td>
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<tr>
<td>Electronic Thesis &amp; Dissertation Presentation</td>
<td>Tue. Oct. 26</td>
<td>3:30 p.m. - 5:00 p.m.</td>
<td>Union</td>
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</table>
## Instructional Development

### Blackboard Strategies and Tools

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bb Strategies and Tools</td>
<td>Fri. Aug. 13</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>6 Budig</td>
</tr>
<tr>
<td>Bb Strategies and Tools</td>
<td>Mon. Aug. 16</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb Strategies and Tools</td>
<td>Tue. Aug. 17</td>
<td>9:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb Strategies and Tools</td>
<td>Fri. Aug. 20</td>
<td>9:00 a.m. - 11:00 a.m.</td>
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<tr>
<td>Bb Strategies and Tools</td>
<td>Wed. Aug. 25</td>
<td>1:30 a.m. - 3:30 p.m.</td>
<td>6 Budig</td>
</tr>
<tr>
<td>Bb Strategies and Tools</td>
<td>Thur. Aug. 26</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>6 Budig</td>
</tr>
<tr>
<td>Bb Strategies and Tools</td>
<td>Mon. Aug. 30</td>
<td>9:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb Strategies and Tools</td>
<td>Thur. Sept. 02</td>
<td>9:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb Strategies and Tools</td>
<td>Tue. Sept. 07</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb Strategies and Tools</td>
<td>Wed. Sept. 15</td>
<td>9:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
</tr>
<tr>
<td>Bb Strategies and Tools</td>
<td>Fri. Sept. 24</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>6 Budig</td>
</tr>
<tr>
<td>Bb Strategies and Tools</td>
<td>Thur. Sept. 30</td>
<td>9:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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</table>

### Blackboard version 9.1 Refresher - New class!

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Bb version 9.1 Refresher</td>
<td>Tue. Aug. 03</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb version 9.1 Refresher</td>
<td>Wed. Aug. 04</td>
<td>2:00 p.m. - 3:00 p.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb version 9.1 Refresher</td>
<td>Tue. Aug. 10</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb version 9.1 Refresher</td>
<td>Fri. Aug. 13</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
</tr>
<tr>
<td>Bb version 9.1 Refresher</td>
<td>Tue. Aug. 17</td>
<td>2:00 p.m. - 3:00 p.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb version 9.1 Refresher</td>
<td>Wed. Aug. 18</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb version 9.1 Refresher</td>
<td>Mon. Aug. 23</td>
<td>2:00 p.m. - 3:00 p.m.</td>
<td>6 Budig</td>
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<tr>
<td>Bb version 9.1 Refresher</td>
<td>Thur. Aug. 26</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
</tr>
</tbody>
</table>

### SoftChalk LessonBuilder

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SoftChalk LessonBuilder</td>
<td>Fri. Sept. 10</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>6 Budig</td>
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<tr>
<td>SoftChalk LessonBuilder</td>
<td>Wed. Oct. 06</td>
<td>2:00 p.m. - 3:00 p.m.</td>
<td>6 Budig</td>
</tr>
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</table>

### Computing Basics

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Personal Computing with Windows</td>
<td>Thur. Aug. 19</td>
<td>9:30 a.m. - 11:30 a.m.</td>
<td>BIL</td>
</tr>
<tr>
<td>Introduction to Personal Computing with Mac OS X</td>
<td>Thur. Aug. 19</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>iMac Lab</td>
</tr>
<tr>
<td>Windows 7: Whats New</td>
<td>Wed. Sept. 15</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>iMac Lab</td>
</tr>
<tr>
<td>Windows 7: Whats New</td>
<td>Tue. Oct. 12</td>
<td>9:30 a.m. - 11:30 a.m.</td>
<td>iMac Lab</td>
</tr>
<tr>
<td>Windows 7: Whats New</td>
<td>Wed. Nov. 10</td>
<td>1:30 p.m. - 3:30 p.m.</td>
<td>iMac Lab</td>
</tr>
</tbody>
</table>
# Office Productivity

## Databases
- **Access 2007: Introduction**
  - Thur.  Sept. 2
  - 8:30 a.m.  12:30 p.m.
  - BIL
- **Access 2007: Queries**
  - Thur.  Sept. 9
  - 9:00 a.m.  12:00 p.m.
  - BIL
- **Access 2007: Forms**
  - Thur.  Sept. 16
  - 9:00 a.m.  12:00 p.m.
  - BIL
- **Access 2007: Reports**
  - Thur.  Sept. 23
  - 9:00 a.m.  12:00 p.m.
  - BIL

## Desktop Conferencing
- **Desktop Conferencing with Adobe Connect Pro**
  - Thur.  Aug. 26
  - 9:30 a.m.  12:00 p.m.
  - BIL
- **Desktop Conferencing with Adobe Connect Pro**
  - Mon.  Sept. 27
  - 1:30 p.m.  4:00 p.m.
  - BIL
- **Desktop Conferencing with Adobe Connect Pro**
  - Thur.  Oct. 21
  - 9:30 a.m.  12:00 p.m.
  - BIL
- **Desktop Conferencing with Adobe Connect Pro**
  - Wed.  Nov. 3
  - 1:30 p.m.  4:00 p.m.
  - BIL

## Excel
- **Excel 2007: Introduction**
  - Tue.  Sept. 7
  - 1:00 p.m.  4:00 p.m.
  - AIC
- **Excel 2007: Charts & Graphs**
  - Tue.  Sept. 14
  - 1:00 p.m.  3:00 p.m.
  - BIL
- **Excel 2007: Data Management**
  - Tue.  Sept. 21
  - 1:00 p.m.  4:00 p.m.
  - BIL
- **Excel 2007: Functions & Data Analysis**
  - Tue.  Sept. 28
  - 1:00 p.m.  4:00 p.m.
  - BIL

## Hawk Drive
- **Hawk Drive: Hands-on**
  - Wed.  Aug. 25
  - 1:30 p.m.  4:00 p.m.
  - AIC
- **Hawk Drive: Hands-on**
  - Thur.  Oct. 14
  - 9:30 a.m.  12:00 p.m.
  - BIL

## Office 2007
- **Office 2007: Making the Switch**
  - Tue.  Aug. 17
  - 10:00 a.m.  11:30 a.m.
  - AIC
- **Office 2007: Making the Switch**
  - Wed.  Oct. 13
  - 1:30 p.m.  3:00 p.m.
  - BIL

## PowerPoint
- **Powerpoint 2007: Introduction**
  - Tue.  Aug. 24
  - 9:30 a.m.  11:30 a.m.
  - AIC
- **Powerpoint 2007: Intermediate**
  - Tue.  Aug. 31
  - 9:30 a.m.  12:00 p.m.
  - AIC

## Word
- **Word 2007: Formatting and Visual Impact**
  - Wed.  Sept. 15
  - 1:00 p.m.  2:30 p.m.
  - AIC
- **Word 2007: Table of Contents, Figures and Index Tools**
  - Wed.  Sept. 22
  - 1:00 p.m.  2:30 p.m.
  - AIC

## Data Analysis & Statistics
- **SPSS Clinic - New!**
  - Thur.  Oct. 7
  - 1:00 p.m.  3:00 p.m.
  - AIC
- **SPSS I: Getting Started**
  - Mon.  Aug. 16
  - 12:30 p.m.  2:30 p.m.
  - Watson 419
- **SPSS I: Getting Started**
  - Mon.  Aug. 30
  - 1:30 p.m.  3:30 p.m.
  - AIC
- **SPSS I: Getting Started**
  - Sat.  Sept. 11
  - 9:30 a.m.  11:00 a.m.
  - Lab C
- **SPSS I: Getting Started**
  - Tue.  Sept. 28
  - 1:00 p.m.  3:00 p.m.
  - AIC
- **SPSS II: Building SPSS Skills**
  - Tue.  Aug. 17
  - 12:30 p.m.  2:30 p.m.
  - Watson 419
- **SPSS II: Building SPSS Skills**
  - Wed.  Sept. 1
  - 1:30 p.m.  2:30 p.m.
  - Watson 419
- **SPSS II: Building SPSS Skills**
  - Thur.  Sept. 30
  - 1:00 p.m.  3:00 p.m.
  - AIC
- **SPSS III: Output and Graphics**
  - Tue.  Oct. 5
  - 1:00 p.m.  3:00 p.m.
  - AIC

## Security
- **Stay Safe Online**
  - Tue.  Sept. 7
  - 10:00 a.m.  12:00 p.m.
  - CC Aud
- **Stay Safe Online**
  - Tue.  Oct. 19
  - 3:00 p.m.  5:00 p.m.
  - CC Aud
- **Home Network & Computer Security**
  - Tue.  Sept. 21
  - 10:00 a.m.  12:00 p.m.
  - CC Aud
- **Home Network & Computer Security**
  - Tue.  Oct. 5
  - 3:00 p.m.  5:00 p.m.
  - CC Aud
- **Home Network & Computer Security**
  - Thurs.  Oct. 28
  - 12:00 p.m.  2:00 p.m.
  - CC Aud
Phase One of the Learning Studio open now in Anschutz Library

Levels three and four of Anschutz Library, the site of the new Learning Studio, are partway through their extreme makeover, and students and other KU community members are invited to check out the progress throughout the fall semester.

The end result of the library remodeling project will be spaces that are designed for optimal learning, whether that learning takes place in a solo, quiet mode or in a small- or larger-group setting.

The first phase of the project, going on now, will result in infrastructure improvements and includes installing new carpet, new group spaces, new lounge furniture and some new café furniture, as well as a new service point. Computer workstations have been reconfigured on the third and fourth floors, and the Writing Center has relocated to the fourth floor.

Over winter break, the café and its offerings will be expanded, as will wireless access points as part of general network upgrade in Anschutz.

The final phase of the project will involve remodeling the staff areas, relocating service desks and building the group study rooms, tutor rooms and the café area.

In addition to creating more useful spaces, a variety of support staff will be on hand to help students in the completed Learning Studio. The KU Writing Center, KU IT and KU Dining will continue to have a presence in Anschutz; they will be joined by KU Info and other new partners, such as Tutoring Services, the University Advising Center and the University Career Center.

The goal is to provide the resources, support, and engagement that KU students need to thrive academically. Campus partners believe the Learning Studio will play an important role in student recruitment, engagement and retention at KU. Through creating an appealing academic environment for students, the Studio encourages intellectual growth and achievement. Additionally, the Studio will facilitate collaboration among students, faculty, librarians and professional staff in support of learning beyond the classroom to increase potential for student success.

Watch www.lib.ku.edu and the KU calendar for an open house to be scheduled later in the fall semester, which will feature refreshments and a chance to learn more about the revamped facility, as well as the services and resources available at the Learning Studio.

Workshop Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Room/Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIC-Anschutz</td>
<td>Anschutz Library, 3rd floor</td>
</tr>
<tr>
<td>Instruction Center</td>
<td></td>
</tr>
<tr>
<td>BIL-Budig</td>
<td>10a Budig Hall (lower level of Budig Hall)</td>
</tr>
<tr>
<td>Instruction Lab</td>
<td>6 Budig</td>
</tr>
<tr>
<td></td>
<td>Adjacent to IDS offices (Budig Hall, lower level)</td>
</tr>
<tr>
<td>iMac Lab</td>
<td>10b Budig Hall (lower level of Budig Hall)</td>
</tr>
<tr>
<td>419 Watson</td>
<td>Watson Library</td>
</tr>
<tr>
<td>CC Aud</td>
<td>Computer Center Auditorium</td>
</tr>
</tbody>
</table>

Registration Required

Computing workshops are free to KU students, staff and faculty, but they require registration.

To register or find out more, visit www.infotraining.ku.edu, e-mail training@ku.edu, or call 785-864-0410. You must be confirmed by phone or by e-mail to attend the workshop. If you try to register for a class and it is full, be sure to add your name to the waiting list. You will be notified if a space in that workshop becomes available.

About Skillset

Skillset is a joint publication of KU Information Technology, KU Libraries and KU Instructional Development & Support (IDS).

KU Information Technology

KU Information Technology provides a broad range of services to the KU community including tools used by faculty, staff and students in teaching, learning and research. Key service areas include data and voice network infrastructure, user support and education, software development, IT security, desktop support, and enterprise data center services.

KU Libraries

www.lib.ku.edu

KU Libraries are dynamic partners and campus leaders in advancing inquiry and learning for KU, for the state of Kansas, and for an ever-expanding community of world scholars. We acquire, organize, disseminate, and preserve scholarship in traditional and digital forms; we develop and deliver our resources and services through innovative means to enhance research and teaching; and we help students become information literate, technologically sophisticated and globally aware.

Instructional Development & Support (IDS)

Think of us as “the learning environments group.” We oversee classroom technologies, provide assistance with online tools such as Blackboard, and consult with faculty and other teaching staff about instructional technology use. We also offer help and training on digital photography and video production. IDS maintains a circulating equipment pool with items to support teaching activities, such as data projectors, DVD players and digital cameras. We offer workshops and seminars frequently throughout the semester, and our staff members also meet individually with instructors to accommodate busy schedules.

Contact IDS at 785-864-2600 or ids@ku.edu to learn about designing instruction that takes advantage of a wide variety of innovative teaching strategies and available-right-now technologies.

IDS is located directly across from Anschutz library, in the southeast corner of Budig Hall. Offices are in room 4 Budig Hall, and workshops are in room 6.