

CALS DIGITAL LITERACY

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MARCH 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Tech Classes Please register online (cals.org/tech-classes), by email (digital@cals.org), or by phone (501.918.3068). Classes take place on the 3rd floor of Main Library, in Technology Classroom A, unless otherwise noted. * takes place in the Creative Lab on the 2nd floor of Main Library ** provides professional development (PD) credit for educators				2 **Virtual Choice Boards 3:00-4:00 p.m.	3	4
5	Microsoft Word Part 1: The Basics 9:30-11:00 a.m. **Will Eisner and the Benefits of Comic Books 3:00-4:00 p.m.	6 Drop-In Tech Help noon-4:00 p.m.	7 Google Sites: Beginner Websites 3:00-4:30 p.m.	8 **Create an Infographic! 3:00-4:00 p.m.	9	10
 Spring Forward Turn your clocks forward one hour on Saturday night!	11 Microsoft Word Part 2: Styles, Mailings, & More 9:30-11:00 a.m. Weebly: Beginner Websites 3:00-4:30 p.m.	12 Drop-In Tech Help noon-4:00 p.m.	13 **Easy Design with Canva 10:00-11:30 a.m.	14	15	16
17	18	19	20 Exploring Google Earth 9:30-11:00 a.m.	21	22	23
24	25	26	27 **Creating a Living Calendar 3:00-4:30 p.m.	28 **Snapchat & Bitmoji 3:00-4:30 p.m.	29 *Fade in with Adobe Premiere noon-2:00 p.m.	30
31	32	33	34	35	36	37

CLASS DESCRIPTIONS

Virtual Choice Boards (hybrid; 90 minutes)

Everyone learns a little differently; so why not let students choose what's best for them when learning concepts? Together, we'll create a choice board that enables your students to learn in a way that works for them.

Easy Design with Canva (hybrid; 90 minutes)

Canva is a free, web-based tool to create great-looking promotional materials for your event, small business, or organization. Plus, explore effective branding and marketing while learning to create graphics, posters, printed documents, and even presentations.

Create an Infographic! (hybrid; 90 minutes)

Need to communicate something complex in a quick and clear way? Use an infographic! In this class, we'll discuss the origins of infographics, how to read one, and when to use them. Then we'll create our own infographic together.

Weebly: Beginner Websites (hybrid; 90 minutes)

E-commerce accounts for an increasing percentage of retail purchases each year, and there are tools available to help small businesses bridge the digital divide. Weebly is one of these tools, and you can use it to grow your business by building a website and an online store. This class can help you get started.

Create a Living Calendar (hybrid; 90 minutes)

Create a completely customizable calendar using Google Docs. Connect it with family, colleagues, administrators, parents and/or students. Insert links, images, headers, and footers; and see when changes are made (and who made them).

Build Your Website with WordPress (three 90-minute hybrid sessions)

WordPress is open-source software you can use to create a beautiful website, blog, or app. Create and manage your own website using WordPress.com and the WordPress content management system.

Google Sites: Beginner Websites (hybrid; 90 minutes)

Need to drive traffic to your service-based small business? Make a website! We'll show you how in this in-depth tour of Google Sites, a website-building platform that allows you to create a website without having to know how to code it yourself. Dig into how to use the Google Sites website builder to customize your site, and even connect it to your social media presences.

Microsoft Word Part 1: The Basics (hybrid; 90 minutes)

Microsoft Word is the most popular writing and editing tool, so learn how to make the most of it! In this class, you'll get the basics you need to feel comfortable in Word. Learn how to write your text in modern styles, edit your document whenever you need, make your text more readable with lists, columns, and other layout options, and add a picture for some visual flair.

Microsoft Word 2: Styles, Mailings, & More (hybrid; 90 minutes)

If you have basic skills with Microsoft Word (or if you attended Microsoft Word Part 1), build on that knowledge! In this class, you'll find out how to use styles, style sets, and themes to make your documents more visually appealing, give your readers "signposts" to help them better understand your text, collaborate with (or edit for) others, and create mail merges.

Will Eisner and the Benefits of Comic Books (hybrid; 60 minutes)

Learn about Will Eisner and how his work in comic books both benefited culture and changed education. This class will equip you to help your reluctant, struggling, dyslexic, or ELL readers by giving them a format that can make them feel more comfortable reading.

Fade in with Adobe Premiere (hybrid; 2 hours)

Want to edit a video, but feeling a little intimidated? This class will help you get started using Adobe Premiere Pro, a full-featured editor used by professionals and hobbyists alike. In this class, you'll learn to get around Premiere's layout, and import video content, audio, and images to use in your projects. We'll also talk about using the right tool for the right editing job, navigating the timeline, adding effects to make your work stand out, and exporting your finished video.

Snapchat & Bitmoji (hybrid; 60 minutes)

Learn how to use these mobile applications to share fun photos and videos with cute and silly filters--perfect to send short messages to students, friends, family, and coworkers. Learn how to use the Bitmoji accessory app to create a cartoon version of yourself, and even a Bitmoji Classroom!

Exploring Google Earth (hybrid; 60 minutes)

Google Earth is one way to explore geographical content, see satellite images, maps, landscapes, and more. Check out some pre-made tours called "Voyages" where you can see notable landmarks, try a variety of games and quizzes, see a timelapse of coastline changes, and even leave Earth to explore the Moon or Mars.

Drop-In Tech Help

Drop by and ask technology questions or get help with a specific problem from an expert. Feel free to bring your mobile device or laptop. No registration is required.