

Instructional Support for Students

- * Adobe Spark
- * Blackboard
- * ePortfolio
- * File Management (OneDrive & Google Docs)
- * Infographics
- * LinkedIn
- * MS Access
- * MS Excel
- * MS Outlook
- * MS PowerPoint
- * MS Teams
- * MS Word
- * Virtual Desktop Infrastructure (VDI)
- * Windows 10
- * ZOOM

NEED HELP?

Book An Appointment NOW!

- * Book an individual appointment with Digital Learning Center staff by using Microsoft Bookings.
- * To book an appointment, select the appointment topic, date, available staff, and time.
- * After booking an appointment, a confirmation email from the Digital Learning Center will be automatically sent to your email.
- * The staff will send you an email with a meeting link prior to joining the booked appointment.
- * To book an appointment, visit our website:
<https://www.montgomerycollege.edu/digital-learning-center>



Staff in Rockville Campus

- * Niki Delk
- * Thanh King
- * Adetoro Oladokun
- * Kim Potter

Upcoming Online Workshops!

- * Blackboard Learn!
- * ePortfolio (Basics & Advanced)
- * Don't Panic!
- * File Management
- * LinkedIn Profile
- * MS Excel (Basics & Intermediate)
- * MS PowerPoint (Basics & Intermediate)
- * Software Used for Infographics
- * Presentation Creation Using Adobe Spark
- * Windows 10 Navigation
- * ZOOM Basics

ONLINE Workshop Registration HERE!

All workshops are conducted online via Zoom and other learning management tools.

All workshop access will require a meeting link sent to you after you register for the workshop.

- * Workshop registration employs Microsoft Bookings.
- * To register, select the workshop topic, date, and time.
- * After registering for a workshop, a confirmation email from the Digital Learning Center will be automatically sent to your email with a meeting link to join the class.
- * Registration must occur an hour in advance in order to obtain a meeting link prior to joining the class.
- * To register for a workshop, visit our website:
<https://www.montgomerycollege.edu/digital-learning-center>



Staff in Takoma Park/ Silver Spring Campus

- * Robel Belay
- * Saul Goldberg
- * Kenneth Kiv
- * Hyde Revilla

Digital Learning Center

The Digital Learning Center (DLC) is open to faculty, staff, and all currently enrolled Montgomery College students. The DLC offers instructional support with a variety of common student use applications and provides online presentations in a variety of topics. User assistance and presentations are delivered using Zoom software and other learning management tools.

FALL 2021

Hours of Operation | On Campus & Remote
Monday – Friday: 9 a.m. – 5 p.m.



* **STUDENTS:** For usage questions or any other assistance, students should request for staff or email DLCCENTER@montgomerycollege.edu

* **FACULTY:** Please contact Ed Cunningham | Learning Center Manager

➤ Faculty who would like the DLC to provide assistance to their students with common use software tools are encouraged to reach out to us.

➤ Faculty who would like to request an online presentation for your class.



Have Questions? Contact Us

Ed Cunningham | Learning Center Manager
ed.cunningham@montgomerycollege.edu
240-567-5191

Charles Harried | Learning Center Assistant Manager
charles.harried@montgomerycollege.edu
240-567-1458

Visit Our Website

<https://www.montgomerycollege.edu/digital-learning-center>

MS Access



- Creating/working with tables, forms, queries, and reports
- Setting up data tables, table data fields, and table key fields
- Setting up/editing table relationships
- Creating/editing reports and establishing report data sources and report layouts
- Adding/editing report elements and printing reports
- Importing/exporting data
- Creating/editing simple macros

MS Excel



- Creating/working with worksheets
- Adding/deleting/copying/moving worksheets
- Formatting/editing worksheet elements and styles
- Setting up page and worksheet layouts
- Creating/editing charts
- Using basic formulas and functions
- Working with data tables and sorting/querying/filtering data
- Importing/exporting data
- Creating/editing simple macros

MS Outlook



- Accessing Outlook mail in MS Office 2019 and 365 on a computer
- Configuring and experiencing with Outlook mail on mobile devices
- Managing calendars and scheduling meetings in MS Office 2019 (Zoom and Teams)
- Setting up automate notification and email services

MS PowerPoint



- Creating/copying/sorting/deleting slides
- Designing slides from templates
- Inserting/editing text, tables, images, illustrations, links, symbols, and media
- Applying design themes, transitions, animations, and slide show
- Working with slide views and windows
- Selecting/applying slide layouts
- Using PowerPoint to create infographics/infoposters

MS Teams



- Accessing/creating a team and its channels
- Viewing/communicating with team members
- Scheduling meetings and calls with one/many team members
- Sharing desktop, windows, and files content
- Accessing/posting files, links, and content for team members in shared cloud storage using Teams

MS Word



- Creating/editing page and paragraph styles and themes
- Setting up/editing page and paragraph layouts
- Inserting/editing pages, tables, illustrations, media, links, header and footer, text, and symbols
- Setting up/editing tables of contents, footnotes, citations and bibliography
- Setting up/editing document reviews (proofing, language, and tracking changes)
- Working with document views and windows

Blackboard



- Navigating and accessing Blackboard courses page
- Accessing and using the course menu such as syllabus, course content, announcements, discussions, and course mail
- Accessing and viewing Blackboard course tools and MC resources
- Accessing and joining Blackboard Collaborate Ultra using features such as content sharing, profile setting modifications, and breakout groups

ePortfolio



- Accessing and creating a WordPress account
- Selecting and applying design themes for your ePortfolio
- Accessing and importing the Montgomery College WordPress template
- Saving files using various formats
- Adding files, images, and videos
- Managing and modifying profile settings such as dashboard, security, privacy, and notifications

Infographics

- Creating a free account on Piktochart, Canva, Vennage
- Selecting/formatting templates and screen layouts
- Designing/customizing graphic element libraries such as shapes, photos, drawings, icons, maps, charts, borders
- Using/editing text tools and moving/deleting/resizing elements
- Downloading/saving into PowerPoint
- Setting up/creating initial layout infographic/infoposter

LinkedIn



- Accessing and creating a LinkedIn profile
- Adding/editing your profile such as introduction, experience, profile photo, and summary
- Adding/editing your education, licenses, certifications, and skills

Virtual Desktop Infrastructure (VDI)

- Downloading and setting up VDI web client used for connecting personal computer to College VDI network
- Saving files to personal cloud storage and USB devices
- Printing files to personal printers

Windows 10 Navigation

- Accessing Windows applications and features, devices, system, and personalization
- Accessing and viewing folders and contents layout such icons, details, or list
- Accessing and modifying devices such as blue tooth and other devices, printers, mouse, or keyboard
- Changing mouse cursor and accessibility settings
- Changing Windows display settings such as background, color, themes, fonts, or language

ZOOM



- Accessing and joining Zoom meetings using laptop or mobile devices
- Viewing and communicating with other Zoom participants
- Modifying Zoom controls such as lock meeting, waiting room, sharing your screen, breakout rooms, polls
- Sending and receiving files and links using Zoom
- Modifying basic Zoom settings such as backgrounds, names, camera, and sound controls