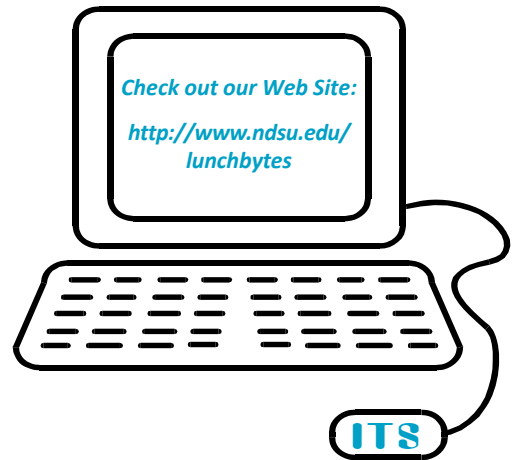


# LUNCHBYTES

## Bring Your Lunch ... and Learn A Bunch!

Monthly Technology Demonstrations  
Presented by  
Information Technology Services



**FEBRUARY 23, 2009**

**12:10 - 12:50 PM**

**PRAIRIE ROSE**

**MEMORIAL UNION**

### ***Blackboard 8: Creative Grade Center Tricks!***

Have you ever wanted to do more with the grading tools in Blackboard? Well now you can . . .

Blackboard 8's Grade Center has opened up many creative new possibilities for organizing the Grade Center and calculating grades.

For example, use a Smart View to quickly make the Grade Center show you students who haven't submitted a particular assignment, or have never accessed your course in Blackboard!

Or, add a "Calculated Column" that automatically calculates and drops the lowest grade (or grades) in a series of quizzes.

These are just two new things you can do with the Grade Center - come see what else may be possible!

**MARCH 23, 2009**

**12:10 - 12:50 PM**

**HIDATSA**

**MEMORIAL UNION**

### ***Office 2007 - Questions? You Got Questions?***

Office 2007 has been "around the block" a few times now -- but many people still have questions or struggle to "find things" in Office 2007 (Access, Excel, PowerPoint and Word).

You've got questions -- we've got answers! If you're new to Office 2007, or even if you've used the Office 2007 applications for awhile and feel "comfortable" with them, but want some quick tips and easier ways to do things, this session can help.

We'll take a look at the questions we get asked most often and share the answers or solutions we've found and you'll be able to ask questions too!

Come prepared with lots of questions -- and any "tricks" and solutions you've discovered as well!

**APRIL 20, 2009**

**12:10 - 12:50 PM**

**PRAIRIE ROSE**

**MEMORIAL UNION**

### ***Files Here, Files There, Files, Files Everywhere - Use Blackboard's My Files to Organize 'Em!***

Does this sound familiar? You've got some files stored on your hard drive, some on a USB drive (or two), and some files are even stored on more than one computer. You've got duplicate files all over the place and you're having a hard time managing and/or finding them all!

Blackboard's My Files is an online file storage area **all** NDSU faculty, staff and students can use to stop the insanity! Learn how YOU can use the My Files area to store and organize your files and access them from anywhere you have an Internet connection!

You can also share files stored in My Files with others, and you can organize a collaborative "workflow" of documents in a secure way using the My Files area.

**MAY 11, 2009**

**12:10 - 12:50 PM**

**PRAIRIE ROSE**

**MEMORIAL UNION**

### ***What's an RSS Feed and Why Would I Want One?***

You may have heard something about a technology called "RSS feeds" or seen an "RSS icon" on a Web page and wondered what it's all about. To hear some people talk, RSS feeds are the "greatest thing since sliced bread!"

We'll take a look at what these RSS feeds are, and why you might want to use them to gather information you want or need.

We'll also take a look at how you can find RSS feeds and subscribe to them. Once you've subscribed to an RSS feed, you'll also need to know the different ways you can view them!

Learn more about this interesting technology!

***Food and beverages may be purchased in the Union Food Court***