“It does not matter how slowly you go as long as you do not stop.”  
- Confucius

New Dates for CTRE Grant Training

The next round of CTRE grant applications are due by 5:00 p.m. on July 1. In the interest of providing the CSU community with the highest level of clarity and assistance in the CTRE grant application process, all those who will be applying for a CTRE grant must attend a grant training session, whether first-time applicant or not. Grant training sessions will take place as follows:

Monday, June 17
- 10:00 a.m.—11:30 a.m.
- 1:00 p.m.—2:30 p.m.

Friday, June 21
- 11:00 a.m.—12:30 p.m.

All sessions will be held in LIB 301.

To register for a training session, contact Michael Sukowski at muskowsk@csu.edu or 773-995-2501. More information on CTRE grants, including application materials, can be found on the CTRE website at:

www.csu.edu/ctre/grants.htm

Summer Conferences

The conference season is heating up, with opportunities for faculty from all different disciplines. Below is an list of some exciting conferences to consider. As you review the following list, remember that if you are interested in applying for a CTRE grant to help defray the cost of attendance, the next application deadline is July 1. You can find additional information and application materials at

www.csu.edu/ctre/grants.

10th Annual Sloan Consortium Blended Learning Conference and Workshop
July 8-9—Milwaukee, WI

Conference on Global Leadership, Learning, and Research
July 14-18—Lake Buena Vista, FL

(continued on page 4)
At Your Fingertips: News from LIS

Compiled by Joanna Kolendo

Library Instruction Sessions

Please begin scheduling library instruction sessions for your summer classes. Faculty should submit their requests online at: [http://csu.libcal.com/booking/libraryinstruction](http://csu.libcal.com/booking/libraryinstruction).

Faculty will receive an immediate response via email that their request is under review by the library instruction coordinator. Meanwhile, the time they requested is reserved on the instruction calendar. Once an instruction request has been approved, confirmation will be sent via email.

Library Instruction sessions can be scheduled Monday through Saturday during the day, and weekday evenings, by any member of the CSU faculty (full-time, part-time, or adjunct). Instruction sessions can be general in focus, covering the library catalogs and other library databases that may be appropriate for a broad range of academic subjects. Sessions may also be customized for a specific academic discipline or geared towards a particular course assignment. Please submit requests for library instruction at least 2 weeks in advance.

The standard instruction session is typically scheduled for 50 minutes. However, faculty may also request a double session (two 50 minute sessions). In that case, the first session would be a lecture/presentation; the second session would be devoted to hands-on activity for students. Faculty may schedule both sessions on the same day (back to back) or on two different dates. If you have questions regarding library instruction, please contact the Reference Department by phone at 773-995-2235 or by email at instructionrequest@csu.edu.

Reserves

If you are teaching a course online, please contact Prof. Rosalind Fielder at 821-2431 (x12431) or at instruction-request@csu.edu if you would like to arrange for virtual library instruction for your class.

Please submit requests for virtual library instruction at least 3 weeks in advance to allow for the additional prep time needed by the librarian who will be teaching that session.

If you have placed materials on reserve at the Circulation Desk for past semesters, please collect your items as soon as possible. The library cannot be responsible for items left in the Reserve Stacks for more than one month after a course has ended. Please contact Leathea Williams at 995-2341 if you have questions regarding course reserves.

Images: Library photo by CTRE staff; Library graphic
Research Guide @ Your Fingertips: Student Information

By Dr. Fatemeh Asadi

RefWorks is an online research management, writing, and collaboration tool and is designed to help everyone involved in the research process, including faculty, researchers, administrators, students, and information professionals gather, manage, store, streamline, and share all types of information, stay abreast of the latest information, and generate citations and bibliographies.

To access RefWorks, go to the CSU Library homepage at library.csu.edu. Click on “Research/Subject Guides,” and then click on the RefWorks icon:

![RefWorks Logo]

On the next page, either create a new account or login to your existing account (remote users accessing RefWorks from off-site or from a non-registered IP address must either enter the “Group Code” prior to the personal Login Name and Password or log-in via the CSU’s proxy server).

When you create a new account, you will receive a confirmation email containing your user login, password, the Group Access Code for off-campus access, and also some training links including free training webinars that will make it easier to start using RefWorks. The webinars are available from a variety of time zones and are also conducted in a number of languages. For webinar schedule click this link – http://www.refworks.com/content/webinars/default.asp

Before starting to work with RefWorks, it is helpful to watch the video Navigating Around RefWorks The video RefWorks 2.0 preview will show you what’s new around RefWorks 2.0, and how to quickly navigate through its basic features.

**RefWorks LibGuide**

To further assist CSU Library users to learn to work with RefWorks, a LibGuide has been created about RefWorks. To access this LibGuide:

1) Go to the Library homepage at library.csu.edu
2) Click on “Research/Subject Guides”
3) Click on LibGuides@csu.edu
4) Choose RefWorks in the alphabetic list of LibGuides.
5) Click on RefWorks.

Page 1: Home
Introduction to RefWorks, accessing RefWorks, and navigating around RefWorks.

Page 2: Create an Account
Will show you how to login to your account, or how to create an account. Your account will enable you to:
- Manage all types of research information.
- Collaborate with your peers or colleagues.
- Create bibliographies in seconds.

Page 3: Creating Folders and Adding References
Information about how to create folder and methods for creating references into RefWorks. In addition there are 6 videos showing how to import references directly into RefWorks from specific databases or provider such as EBSCO, JStore, ProQuest, Gale, Ovid, PubMed, WorldCat.

Page 4: Adding References Manually & Importing Data from Saved Text
How to manually key references into RefWorks; A video about manually imported references to the RefWorks Adding References Via Manual Entry Importing data from a text file (.txt); and Importing from RSS (Really Simple Syndication) feeds.

Page 5: Generating a Bibliography
How to generate a standalone bibliography, and a video on the creation of the bibliography.

Page 6: Finding References in Your RefWorks Database
How to perform quick and advanced searching.

Page 7: Getting Help
Contains the following tutorials:
- **RefWorks User Quick Start Guide**
- **RefWorks Fundamentals Tutorials**

Page 8: Write-N-Cite
Inserting citations and creating bibliographies in Microsoft Word.

To use Write-N-Cite with RefWorks you must download a small utility program to your computer. There are versions of Write-N-Cite for Windows users and for Mac Users.

Page 9: Feedback
Requesting the LibGuide users to give the creator of the LibGuide their opinions.

For more information and assistance, please contact the Library Reference Desk at: 773-885-2235 or reference@csu.edu.
Condition of Education Report

On May 23, the U.S. Department of Education, the Institute of Education Sciences, and the National Center for Education Statistics released *The Condition of Education 2013*. The 219-page annual report attempts to inform educators and policymakers of the state of education in America, from kindergarten through the postsecondary levels. It is divided into five sections: Population Characteristics; Participation in Education; Elementary and Secondary Education; Postsecondary Education; and Spotlights. It should perhaps come as no surprise in the current climate of heightened accountability for educational institutions that the report stresses such areas as:

- employment according to level of educational attainment;
- levels of educational attainment among traditionally underserved groups;
- debt levels among college graduates;
- financial viability of public schools and institutions of higher education.

The report also attempts to find longitudinal correlations in data across and between levels of education. If you would like to review a free digital copy of the report, [click here](#). You can also download a copy of other publications and reports by the National Center for Education Statistics by visiting its website at [nces.ed.gov](http://nces.ed.gov) and clicking on “Publications and Products”.

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Summer Conferences

*(continued from front)*

**4th International Conference on Biomarkers and Clinical Research**
July 15-17—Philadelphia, PA

**33rd International Conference on Critical Thinking and Educational Reform**
July 20-25—Berkeley, CA

**10th Annual Course: 2013 Mayo Clinic EUS Summit**
July 31-August 3—Rochester, MN

**Interdisciplinary Studies 2013 Symposium**
August 1-4—Pasadena, CA

**15th Annual Aspen Composers Conference**
August 5—Aspen, CO

**International Conference on Predictive, Preventive, and Personalized Medicine & Molecular Diagnostics**
August 5-7—Chicago, IL

**29th Annual Conference on Distance Teaching and Learning**
August 7-9—Madison, WI

**Sixth Annual Sequencing Data Analysis and Interpretation Conference**
August 20-21—Providence, RI

**International Conference on Epidemiology and Evolutionary Genetics**
August 21-23—Orlando, FL

**Global Academic Institute: New York International Academic Conference**

September 9-10—New York, NY

**Predictive Analytics World for Government 3rd Annual Conference**
September 18-19—Washington, D.C.

Images: working together; students
## June 2013—CTRE Events

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<td>UNIVERSITY CLOSED</td>
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<td>“Learner-Centered Assessment: Do Rubrics Enhance the Learning Experience?” 10:30-11:30 / LIB 318</td>
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<td>“An Introduction to Choice and Cabell’s Directories” with Joanna Kolendo 10:00-12:00 / LIB 301</td>
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<td>CTRE Grant Training 11:00-12:30 LIB 301</td>
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<td>“Spicing Up Your Syllabus” Time TBA / LIB 301</td>
<td>“Closing the Gap: What Students Say About Instructor Feedback” 10:30-11:30 / LIB 318</td>
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<td>“Craft Learning Outcomes and Objectives Like a Pro” Time TBA / LIB 301</td>
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## What’s Your Back-Up Plan?

**By Michael Sukowski, Director—CTRE**

This is part two in a series of articles. Today we look at your back-up plan for technology in online, hybrid, and web-enhanced courses. In case of emergencies, know where you can go to access the internet.

If you have a laptop or tablet computing device, places such as coffee houses, community centers, etc. have wireless connectivity. If you do not have one of these devices, public libraries or FedEx Office can also provide a computer and internet connectivity. Also check [weconnectchicago.org](http://weconnectchicago.org) with listings of approximately 200 locations throughout the Chicago metropolitan area that have computers with free access to the internet. Make sure that whatever computer you choose has software such as Microsoft Office. If you do not have internet access in your campus office, you should check out the computer lab on the first floor of the CSU Library or the Faculty Technology Lounge (FTL) in the Center for Teaching and Research Excellence (CTRE) on the third floor of the CSU Library. Another option is to use cloud storage applications like Dropbox or Google Drive so that you may share items such as Word Documents, PowerPoint, Excel spreadsheets, etc. with your students. When creating your course you may use YouTube, iTunesU, Prezi, and Animoto that will place your material in the cloud for access by your students.

The key is to not rely on one computer/technology/location to present and share your course content. Back up your work on portable storage devices, Dropbox, Google Drive, and/or at multiple locations in the event that you do not have access to technology.

Images: Icons by CTRE staff;