Technology Training Schedule

Professional Development & Learning • December 2019

To register for technology training workshops,
CLICK HERE

Presenter: Elana Azose, Trainer/Instructional Technology Specialist, *unless noted*
Location: Library West Basement, Training Room (ECC Campus) *unless otherwise noted*

ECC Gradebook – Setting It Up

Monday, December 2	1:30PM – 3:00PM
Wednesday, December 11	1:00PM – 2:30PM

Still using a spreadsheet to calculate your grades? It's time to say "good-bye" to that gigantic Excel file and "hello" to ECC Gradebook! With three separate methods for grade calculations, plus the ability to drop low scores, Gradebook is a definite time-saver. You can even create Gradebook settings once and then copy the setup for other class sections from semester to semester. This training will teach you how to set up Gradebooks for each of your current course sections, and will include hands-on work time at the end.

ECC Gradebook – Submitting Final Grades

Thursday, December 12	1:30PM – 3:00PM
Friday, December 13	1:30PM – 3:00PM
Monday, December 16	10:30AM – 12:00PM
Thursday, December 19	10:00AM – 11:30AM

Learn how to submit your final grades through ECC Gradebook in the MyECC Portal. Learn which reports need to be submitted to Admissions and Records for proper submission of your final grades.

OU Campus for New Users

Wednesday, December 18	9:30AM – 12:30PM

This workshop is for NEW OU Campus users to maintain division/department web pages on the ECC website. Faculty will be given instructions on how to make an instructor web page. Users will be given OU Campus accounts and learn how to use the basic features of OU Campus to edit text, insert links, add images, and upload documents. The last 15/30 will be Q & A session and practice time.

Outlook 2016 – Level 1 (Intro)

Thursday, December 5   1:00PM – 3:00PM

Stumped by sorting messages? Confused by calendars? Perplexed by 'Reply All' protocol? Then this is the training for you! We'll go over basic Microsoft Outlook functions and email etiquette. At the end, we'll also learn about spam and spotting emails that are unsafe to open.