

# Technology Training Schedule

Professional Development & Learning • Fall 2019

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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*

## 508 Topics: Captioning

Tuesday, October 29

10:30AM – 12:00PM

The DECT grant makes it easy to get your course videos professionally captioned for free. But what about when there's a time crunch and you have to caption last-minute videos on your own? How do you go about creating the captions? What kind of non-speech sounds need to be captioned (i.e., a telephone ringing, a dog barking, background music)? What if turning on the captions covers up an important part of your video? How would you caption a video for a visually-impaired student? Come find out the answers to these questions and more!

## Cornerstone: A Second Look

Monday, September 16

10:30AM – 11:30AM

Tuesday, October 8

1:30PM – 2:30PM

In this class we go over the updates to the workflows taught in the Cornerstone First Glance course, plus we take a deeper dive into Taking Roll & Adding Attendees.

## Cornerstone: Open Lab

Thursday, August 29

10:00AM – 11:30AM

Tuesday, September 3

1:00PM – 2:00PM

Thursday, October 10

1:00PM – 2:00PM

Monday, October 14

1:00PM – 2:00PM

Come to the Training Room for some Cornerstone 'Office Hours' help with Trainer Elana Azose.

## **ECC Gradebook – Setting It Up**

Wednesday, August 28

1:00PM – 2:30PM

Friday, August 30

10:15AM – 11:45AM

Wednesday, September 4

1:00PM – 2:30PM

Thursday, September 5

10:00AM – 11:30AM

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.

## **Excel 2016 – Level 1**

Thursday, September 12

10:30AM – 12:00PM

Spreadsheets don't have to be daunting! This training will introduce you to basic Microsoft Excel 2016 tasks, including creating and saving workbooks, entering and editing data, formatting, and setting up basic formulas.

## **Excel 2016 – Level 2**

Thursday, September 19

10:30AM – 12:00PM

Tables & charts ahoy! This training will cover using tables to manage information and creating basic charts in Microsoft Excel 2016. (While attending the Excel Level 1 training is not required, it is recommended.)

## **Excel 2016 Topics – Sparklines**

Tuesday, October 15

10:30AM – 11:30AM

Sparklines are simple line graphs that help illustrate trends in your data. They're like mini-charts you can include in your spreadsheets. This training will go over a basic introduction to Sparklines.

## **OU Campus for New Users**

Wednesday, September 11

9:30AM – 12:30PM

Wednesday, October 23

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.

## Pivot Tables

Tuesday, October 29

1:00PM – 2:30PM

Pivot Tables help to summarize the data that's inside larger tables. This course will provide a 'taste' of what Pivot Tables can do.

## Poll Everywhere for Classroom Use

Wednesday, September 25

1:30PM – 3:00PM

Friday, October 4

1:00PM – 2:30PM

Want a fun and exciting way to take the pulse of student learning in your classroom? Want to reinforce key points or do a quick survey? Then Poll Everywhere is for you! Come learn how to use this FREE audience response tool (up to 40 responses per poll) during our hands-on workshop.

## PowerPoint 2016 – Level 1

Tuesday, October 8

1:30PM – 3:00PM

Perfect for both presentations and class lectures, Microsoft PowerPoint 2016 can help you present your ideas to your audience. We'll go over selecting a theme, adding text and images, and creating seamless transitions.