Technology Training Schedule

Professional Development & Learning • November 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*

508 Topics: Captioning

Friday, November 15   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, November 4   10:00AM – 11:30AM
Tuesday, November 26   10:00AM – 11:30AM

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

Wednesday, November 6   1:00PM – 2:00PM
Thursday, November 21   1:00PM – 2:00PM

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

ECC Gradebook – Setting It Up

Friday, November 22   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.

OU Campus for New Users

Tuesday, November 19   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)

Monday, November 25   10:00AM – 12:00PM

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.

Word 2016– Level 1

Friday, November 1   10:30AM – 12:00PM

Whether you're creating a memo or editing an annual report, most likely you'll be using the world's most popular word-processing software, Microsoft Word 2016. Come to this Word Level 1 course to learn about the Ribbon, opening and saving documents, basic formatting (bold, italics, underline), the Quick Access Toolbar, fonts, font sizes, bulleted lists, alignment, spacing, and more. No question is too small!

Word 2016 – Level 2

Friday, November 8   10:30AM – 12:00PM

The next level of our Microsoft Word 2016 course covers topics such as copying & pasting, moving and deleting text, subscripts and superscripts, strikethrough, changing case, text effects, spellcheck, and styles. (You do not need to have attended Level 1 to attend this Level 2 class.)