

Technology Training Schedule

Professional Development & Learning • Spring 2018

Register for technology training workshops at
elcamino.flexreporter.com

Presenter: Elana Azose, Trainer/Instructional Technology Specialist, *unless noted*

Location: Library West Basement, Training Room (ECC Campus) *unless otherwise noted*

508 Topics: Captioning

Tuesday, May 8

1:00PM – 2:30PM

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!

Adobe Fillable Forms

Wednesday, March 28

9:30AM – 11:00AM

Thursday, May 24

9:30AM – 11:00AM

Adobe Fillable Forms are a great way to reduce paper and help streamline the form process! This introductory class will cover the basics of converting your Word document into a PDF, editing your form, and creating simple text fields & check boxes.

Adobe Fillable Forms Special Topics: Essay Fields

Wednesday, March 28

11:15AM – 12:00PM

Thursday, May 24

11:15AM – 12:00PM

Essay fields can be a bit tricky to set up in a fillable PDF form. This course will show you how to set up two common types of essay fields, set a word count limit, and prevent the text from scrolling.

Canvas Modules 1 Workshop

Tuesday, March 13

1:00PM – 3:00PM

This class is the first in a series of two workshops on building Modules. This class will cover the benefits of Canvas's "everything in one place" model, chunking your content, creating an outline, creating Modules, locking your Modules, creating Content pages, keyboard shortcuts, basic tables, and most of the wysiwyg editor. There will be lab time at the end to work on your modules.

Canvas Modules 2 Workshop

Tuesday, March 20

1:00PM – 3:00PM

Picking up right where we left off in Part 1, this Part 2 class covers embedding images and videos, additional aspects of 508 compliance, internal linking, deleting, reordering, and the various items you can add to a module e.g., quizzes, discussions, assignments, and external urls. (Note: this class does not go in depth into creating quizzes, discussions, assignments, etc.)

Canvas – Open Lab

Thursday, February 8

1:30PM – 3:00PM

Wednesday, February 21

1:30PM – 3:00PM

Monday, March 12

1:00PM – 2:30PM

Tuesday, March 27

9:30AM – 11:00AM

Monday, April 16

1:30PM – 3:00PM

Friday, May 11

10:00AM – 11:30AM

Monday, May 21

10:00AM – 11:30AM

Wednesday, June 6

1:30PM – 3:00PM

Tuesday, June 12

9:30AM – 11:00AM

Have questions about Canvas? Want to work on your course shell? Come to the Canvas Open Lab and work with Elana, our Instructional Technology Specialist and/or Gema Perez, Instructional Media Coordinator

Canvas Quizzes Pt. 1

Tuesday, May 1

1:00PM – 3:00PM

This workshop will teach you the basics of creating a quiz in Canvas. We will go over general settings (time limits, allowing multiple attempts, showing or hiding correct answers, etc.) and the various types of questions you can choose – multiple choice, fill-in-the-blank, short answer, and more!

ECC Gradebook – Setting It Up

Wednesday, February 14	1:30PM – 3:00PM
Thursday, February 15	1:00PM – 2:30PM
Monday, April 9	1:30PM – 3:00PM
Tuesday, June 5	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

Monday, June 11	10:00AM – 11:00AM
Tuesday, June 14	10:30AM – 11:30AM
Friday, June 15	1:00PM – 2:00PM

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.

Excel 2010 – Level 1

Tuesday, February 27	10:00AM – 11:30AM
Thursday, March 15	10:00AM – 11:30AM

Spreadsheets don't have to be daunting! This training will introduce you to basic Microsoft Excel 2010 tasks, including creating and saving workbooks, entering and editing data, formatting, and setting up basic formulas.

Excel 2010 – Level 2

Tuesday, March 6	10:00AM – 11:30AM
Thursday, March 22	10:00AM – 11:30AM

Tables & charts ahoy! This training will cover using tables to manage information and creating basic charts in Microsoft Excel 2010. (While attending the Excel Level 1 training is not required, it is recommended.)

Intro to Universal Design & 508

Wednesday, February 28

1:30PM – 2:30PM

Thursday, April 5

10:00AM – 11:00AM

Friday, May 18

1:00PM – 2:00PM

Universal Design is all about making things accessible to everyone. Section 508 Compliance is the legal side of this, giving us guidelines for making our documents, videos, images, and web content accessible. And yes, it applies to everyone – faculty, staff, managers, and administrators. Come to this training for an overview of Universal Design and Section 508.

Making Introduction Videos for Online Classes

Friday, March 30

1:00PM – 3:00PM

Have you ever taken an online course where the teacher welcomed you to the classroom via an introduction video? Videos can help create a warm and welcoming atmosphere for the online student. In this workshop, we'll learn the basics for creating and uploading a video to YouTube, along with adding captions to make it Section 508 compliant. Then we'll roll up our sleeves and start filming - bring your smart phone!

OU Campus for Faculty

Thursday, March 8

9:30AM – 12:30PM

This OU Campus workshop is for faculty who wish to establish a web presence on the El Camino College website. During the training, participants will learn how to use OU Campus to create an instructor web page. Faculty will learn how to update their current web page, add images, insert links, and upload documents to their web page. The last 15/30 will be Q & A session and practice time.

OU Campus for New Users (Staff/Division)

Thursday, March 1

9:30AM – 12:30PM

Wednesday, April 25

9:30AM – 12:30PM

Wednesday, May 23

9:30AM – 12:30PM

Thursday, June 7

9:30AM – 12:30PM

This workshop is for NEW OU Campus users to maintain division/department web pages on the ECC or Compton Center website. 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.

PowerPoint 2010 – Level 1

Monday, March 5

1:00PM – 2:30PM

Perfect for both presentations and class lectures, Microsoft PowerPoint 2010 can help you present your ideas to your audience. We'll go over selecting a theme, adding text and images, and creating seamless transitions.

Quick & Dirty Intro to Canvas

Friday, March 9

1:00PM – 3:00PM

Monday, April 2

1:00PM – 3:00PM

Tuesday, May 22

1:00PM – 3:00PM

Want to dive into our new Learning Management System? This training will cover the basics needed to get you up and running in Canvas. The focus is on using Canvas for course support in your on-campus class. The training will cover the Canvas interface, the dashboard, the different navigation bars, setting up your avatar, uploading your syllabus, creating assignments, uploading files, and utilizing student view.

Please note the following:

- The training will be conducted at a **brisk pace**. There is an alternate version offered, the 'Slow & Leisurely Intro to Canvas.'
- This class **does not** count toward Canvas Certification. Please see the [Canvas Certification](#) page for more info on how to become certified.
- This training covers just the basics to get you started in Canvas. We encourage everyone to take the 3-week online Intro to Canvas course and our in-depth Canvas Topics Workshops.
- You need to have a Canvas shell set up before the beginning of class. There is currently a [waitlist](#) for shells on the El Camino server, so if there isn't enough lead-time to get an El Camino shell made, please make one yourself for free on the Instructure server (see [video tutorial](#).)
- Please bring a PDF version of your syllabus and a photo of yourself (to use as your avatar) on a flash drive, or email them to yourself.

Screen Recording with Screencast-O-Matic

Friday, May 4

1:00PM – 3:00PM

Friday, June 1

1:00PM – 3:00PM

Ever wish there was an easy way to record your computer screen while you demonstrated a task for your students? Well, there is – and it's free! Screencast-o-matic is a great way to create video tutorials, or even make a narrated presentation video from a PowerPoint or a Prezi.

Slow & Leisurely Intro to Canvas Pt. 1

Friday, February 16	10:00AM – 12:00PM
Wednesday, March 7	1:00PM – 3:00PM
Thursday, April 19	1:00PM – 3:00PM

Slow & Leisurely Intro to Canvas Pt. 2

Friday, February 23	10:00AM – 12:00PM
Wednesday, March 14	1:00PM – 3:00PM
Thursday, May 3	1:00PM – 3:00PM

Let's get introduced to Canvas! This training will cover the basics needed to get you up and running in our new Learning Management System. The focus is on using Canvas for course support in your on-campus class. The training will cover the Canvas interface, the dashboard, the different navigation bars, setting up your avatar, uploading your syllabus, creating assignments, uploading files, and utilizing student view. This class will cover the same content as the 'Quick & Dirty' class, but at a much more relaxed pace (split into two sessions.) Part 2 will continue where Part 1 left off.

Please note the following:

- The training will be taught at gentle pace. There is an alternate version offered, the 'Quick & Dirty Intro to Canvas.'
- This class **does not** count toward Canvas Certification. Please see the [Canvas Certification](#) page for more info on how to become certified.
- This training covers just the basics to get you started in Canvas. We encourage everyone to take the 3-week online Intro to Canvas course and our in-depth Canvas Topics Workshops.
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- Please bring a PDF version of your syllabus and a photo of yourself (to use as your avatar) on a flash drive, or email them to yourself.

Windows 10

Wednesday, April 18	10:00AM – 11:30AM
Thursday, May 10	1:00PM – 2:30PM
Wednesday, May 30	1:30PM – 3:00PM

Introductory class to Windows 10, our new operating system.

Word 2010– Level 1

Tuesday, April 17

10:00AM – 11:30AM

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 2010. 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 2010 – Level 2

Tuesday, April 24

10:00AM – 11:30AM

The next level of our Microsoft Word 2010 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.)

Word 2010 Topics – Mail Merge

Friday, March 2

1:00PM – 2:30PM

Tuesday, April 3

1:00PM – 2:30PM

Need to personalize a mass mailing with individual names and addresses? The Mail Merge feature in Microsoft Word 2010 lets you populate different fields in a document with information you have in a spreadsheet. It can help save you tons of time!

Word 2010 Topics – Tables for Design & Data

Monday, March 19

10:00AM – 11:30AM

Are you using the tab key & the spacebar to create columns in your Microsoft Word 2010 documents? Does all heck break loose if someone changes the font or the letter sizing? Trying to arrange text and graphics to send in the body of an email? There's actually a much easier way to keep everything nice & straight in your documents: let's make some tables!