

Technology Training Schedule

Professional Development & Learning • Spring 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, March 8	1:30PM – 3:00PM
Thursday, April 4	10:00AM – 11:30AM
Friday, May 17	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!

Canvas – Open Lab

Thursday, February 28	10:00AM – 11:30AM
Monday, March 4	1:00PM – 2:30PM
Friday, March 22	10:00AM – 11:30AM
Wednesday, March 26	1:00PM – 2:30PM
Friday, April 5	1:00PM – 2:30PM
Tuesday, April 16	1:00PM – 2:30PM
Tuesday, April 30	10:00AM – 11:30AM
Wednesday, May 8	10:00AM – 11:30AM
Monday, May 13	1:30PM – 3:00PM
Wednesday, May 29	1:00PM – 2:30PM
Friday, May 31	10:00AM – 11:30AM
Thursday, June 6	1:00PM – 2:30PM

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 Modules 1 Workshop

Monday, April 15

10:00AM – 12:00PM

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

Monday, April 22

10:00AM – 12:00PM

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.)

Cornerstone: First Glance

Tuesday, February 19

2:15PM – 3:00PM

Thursday, February 21

1:00PM – 1:45PM

Tuesday, February 26

11:00AM – 11:45AM

Wednesday, February 27

1:15PM – 2:00PM

Tuesday, March 5

1:15PM – 2:00PM

Welcome to Cornerstone! In this short 30 min. course, we’ll provide a brief introduction to Cornerstone and your Welcome Page. You will learn how to:

- Log into Cornerstone
- Register for a class
- Check your transcript
- Withdraw from a class
- Use the Help feature

ECC Gradebook – Setting It Up

Wednesday, February 20

1:30PM – 3:00PM

Thursday, March 7

10:00AM – 11:30AM

Monday, April 1

1:00PM – 2:30PM

Thursday, May 30

9:30AM – 11:00AM

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 3	1:00PM – 2:30PM
Wednesday, June 5	1:30PM – 3:00PM
Friday, June 7	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.

Excel 2016 – Level 1

Friday, February 22	9:30AM – 11:00AM
Thursday, May 9	9:30AM – 11:00AM

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

Friday, March 1	9:30AM – 11:00AM
Thursday, May 16	9:30AM – 11:00AM

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, April 9	10:00AM – 11:00AM
Wednesday, May 22	11:00AM - 12:00PM

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.

Intro to Universal Design & 508

Friday, April 12	1:00PM – 2:00PM
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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

Thursday, March 21 1:00PM – 3:00PM

Wednesday, April 17 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 New Users

Monday, February 25 9:30AM – 12:30PM

Tuesday, March 19 9:30AM – 12:30PM

Thursday, April 25 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.

PowerPoint 2016 – Level 1

Monday, March 25 1:00PM – 2:30PM

Tuesday, April 23 10:30AM – 12:00PM

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.

Quick & Dirty Intro to Canvas

Wednesday, April 10 1:00PM – 3:00PM

Friday, May 10 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 being certified to teach online.
- 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.

Screen Recording with Screencast-O-Matic

Friday, April 19 1:00PM – 2:30PM

Tuesday, May 21 1:30PM – 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.

Windows 10

Wednesday, April 3 10:30AM – 12:00PM

Thursday, May 2 9:30AM – 11:00AM

New to Windows 10? Not sure what the changes are? Sign up now and learn the basics of Windows 10!!

Word 2016– Level 1

Wednesday, March 6 10:00AM – 11:30AM

Tuesday, May 7 1:00PM – 2:30PM

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

Wednesday, March 20 10:00AM – 11:30AM

Tuesday, May 14 1:00PM – 2:30PM

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.)