

# Technology Training Schedule

**Professional Development & Learning • Spring 2020**

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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

Friday, March 27	1:00PM – 2:30PM
Friday, April 3	10:00AM – 11:30AM
Friday, May 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, February 24	10:00AM – 11:30AM
Wednesday, March 11	1:30PM – 3:00PM
Friday, March 20	1:30PM – 3:00PM
Monday, April 6	1:00PM – 2:30PM
Wednesday, April 22	1:30PM – 3:00PM
Friday, May 1	1:00PM – 2:30PM
Tuesday, May 12	11:00AM – 11:30AM
Thursday, May 21	10:30AM – 12:00PM

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

Tuesday, March 24	1:00PM – 2:30PM
Wednesday, March 26	10:00AM – 11:30AM
Friday, April 10	1:30PM – 3:00PM
Thursday, April 16	1:30PM – 3:00PM
Monday, April 27	1:30PM – 3:00PM
Monday, May 4	1:30PM – 3:00PM
Friday, May 8	9:30AM – 11:00AM
Wednesday, May 13	1:30PM – 3:00PM
Thursday, May 14	1:30PM – 3:00PM

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

## ECC Gradebook – Setting It Up

Tuesday, February 18	1:30PM – 3:00PM
Thursday, February 20	9:30AM – 11:00AM
Wednesday, February 26	2:00PM – 3:30PM
Friday, February 28	10:00AM – 11:30AM
Monday, March 23	10:00AM – 11:30AM
Friday, April 17	10:30AM – 12:00PM
Tuesday, May 19	1:30PM – 3:00PM
Monday, June 1	1:30PM – 3:00PM

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, February 3	1:30PM – 3:00PM
Wednesday, February 5	1:30PM – 3:00PM
Friday, February 14	10:30AM – 12:00PM
Friday, June 5	10:30AM – 12:00PM
Tuesday, June 9	1:00PM – 2:30PM
Wednesday, June 10	10:30AM – 12:00PM

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 2016 – Level 1**

Thursday, March 12	10:00AM – 11:30AM
Tuesday, April 14	10:00AM – 11:30AM
Monday, May 11	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, March 19	10:00AM – 11:30AM
Tuesday, April 21	10:00AM – 11:30AM
Monday, May 18	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**

Wednesday, May 27	10:00AM – 11:30AM
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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 Jeff Hinshaw's Pivot Table**

Wednesday, April 1	10:00AM – 12:00PM
Wednesday, May 6	1:00PM – 3:00PM
Thursday, May 28	10:00AM – 12:00PM

Have questions about the pivot tables sent by Fiscal? Come learn 1) How to narrow the file down to just your department's info, 2) How to read it, and 3) What Jeff wants you to notice in it.

## **Intro to Screencast-O-Matic**

Friday, February 21	1:30PM – 3:00PM
Tuesday, May 5	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.

## **Intro to Universal Design & 508**

Thursday, February 6	1:00PM – 2:00PM
Tuesday, March 31	10:00AM – 11:00AM
Tuesday, April 28	10:00AM – 11:00AM

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.

## **OU Campus for New Users**

Tuesday, February 25	9:30AM – 12:30PM
Wednesday, March 25	9:30AM – 12:30PM
Thursday, April 23	9:30AM – 12:30PM
Tuesday, May 26	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)**

Wednesday, February 19	1:00PM – 3:00PM
Monday, April 13	10:00AM – 11:30AM
Wednesday, May 20	10:00AM – 11:30AM

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.

## **PowerPoint 2016 – Level 1**

Thursday, February 27	10:00AM – 11:30AM
Wednesday, March 18	10:00AM – 11:30AM
Tuesday, April 7	1:30PM – 3:00PM
Tuesday, June 2	1:00PM – 2:30PM

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.

## **Word 2016– Level 1**

Tuesday, March 3	1:00PM – 2:30PM
Wednesday, April 8	9:30AM – 11:00AM
Wednesday, June 3	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 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**

Tuesday, March 10	1:00PM – 2:30PM
Wednesday, April 15	9:30AM – 11:00AM
Thursday, June 4	10:00AM – 11:30AM

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.)