

Technology Training Schedule

Professional Development & Learning • Summer 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*

Canvas – Open Lab

Thursday, June 21	10:00AM – 11:30AM
Wednesday, June 27	1:30PM – 3:00PM
Monday, July 16	10:00AM – 11:30AM
Tuesday, July 24	1:30PM – 3:00PM
Wednesday, August 15	1:30PM – 3:00PM
Friday, August 24	10:30AM – 12:00PM

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

ECC Gradebook – Setting It Up

Tuesday, June 26	10:30AM – 12:00PM
Monday, August 6	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, July 30	1:00PM – 2:30PM
Wednesday, August 8	1:00PM – 2:30PM
Tuesday, August 14	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 2010 – Level 1

Wednesday, July 18

1:00PM – 2:30PM

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

Wednesday, July 25

1:00PM – 2:30PM

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

Tuesday, August 7

1:30PM – 2:30PM

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.

Quick & Dirty Intro to Canvas

Thursday, August 9

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.
- Please sign up as soon as possible so you can get your sites set up for training on ECC's Canvas server.
- 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.

Word 2010– Level 1

Tuesday, July 10

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, July 17

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.)