Technology Training Schedule

Professional Development & Learning • Summer 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

Monday, July 15   1:30PM – 3:00PM

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!

Canvas – Open Lab

Thursday, July 11   10:00AM – 11:30AM
Monday, July 29   1:30PM – 3:00PM
Tuesday, August 13   1:30PM – 3:00PM

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.

Cornerstone: A Second Look

Wednesday, July 17   2:30PM – 3:15PM

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, August 14   9:30AM – 11:00AM

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

ECC Gradebook – Submitting Final Grades

Thursday, August 8   10:00AM – 11:30AM
Monday, August 12   1:00PM – 2:30PM

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, July 18   10:00AM – 11:30AM

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, July 25   10:00AM – 11:30AM

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.)

Intro to Universal Design & 508

Wednesday, July 24   2:00PM –3:00PM
Monday, August 5   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, July 16   9:30AM – 12:30PM
Tuesday, August 6   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.

Quick & Dirty Intro to Canvas

Wednesday, July 31   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.

Word 2016– Level 1

Tuesday, July 23   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, July 30   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.)