Technology Training Schedule

Professional Development & Learning • Winter 2018

Register for technology training workshops at

elcamino.flexreporter.com

Presenter: Elana Azose, Trainer/Instructional Technology Specialist, *unless noted*
Location: Library West Basement, Room 19 (ECC Campus) *unless otherwise noted*

508 Topics: Captioning

Friday, January 26   10:00AM – 11:30AM

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

Friday, January 5   1:00PM – 2:30PM
Friday, January 12   9:30AM – 11:00AM
Friday, January 19   1:00PM – 2:30PM
Monday, January 22   1:00PM – 2:30PM
Friday, February 2   10:00AM – 11:30AM
Thursday, February 8   1:30PM – 3:00PM
Wednesday, February 21   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, Instructional Technology Specialist, or Gema Perez, Instructional Media Coordinator.

ECC Gradebook – Setting It Up

Wednesday, January 4	10:00AM – 11:30AM
Wednesday, February 14	1:30PM – 3:00PM
Thursday, February 15	1:00PM – 2:30PM
Thursday, February 22	10:00AM – 11:30AM
Monday, February 26	10:00AM – 11:30AM

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

Wednesday, January 31	10:00AM – 11:00AM

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 20	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, February 27	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.)

Excel 2010 Topics – Sparklines

Wednesday, January 24	10:00AM – 11:00AM

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

Wednesday, February 28   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.

OU Campus for New Users (Staff/Division)

Wednesday, January 17   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.

Quick & Dirty Intro to Canvas

Wednesday, January 10   1:00PM – 3:00PM
Tuesday, February 13   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.

Slow & Leisurely Intro to Canvas Pt. 1

Tuesday, January 23	1:00PM – 3:00PM
Friday, February 16	10:00AM – 12:00PM

Slow & Leisurely Intro to Canvas Pt. 2

Tuesday, January 30	1:00PM – 3:00PM
Friday, February 23	10:00AM – 12:00PM

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.
- 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.

Word 2010– Level 1

Thursday, January 11	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 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

Thursday, January 18	1:00PM – 2:30PM

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.)