# Technology Training Schedule
## Professional Development & Learning • Fall 2016

## 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

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| **Thursday, September 22** | **1:30PM – 3:00PM** |
| **Monday, October 7** | **10:00AM – 11:30AM** |
| **Wednesday, November 30** | **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!

## Adobe Fillable Forms

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| **Thursday, September 1** | **9:30AM – 11:00AM** |
| **Wednesday, October 19** | **9:30AM – 11:00AM** |

Adobe Fillable Forms are a great way to reduce paper and help streamline the form process! This introductory class will cover the basics of converting your Word document into a PDF, editing your form, and creating simple text fields & check boxes.

## Adobe Fillable Forms Special Topics: Essay Fields

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| **Thursday, September 1** | **11:15AM – 12:00PM** |
| **Wednesday, October 19** | **11:15AM – 12:00PM** |

Essay fields can be a bit tricky to set up in a fillable PDF form. This course will show you how to set up two common types of essay fields, set a word count limit, and prevent the text from scrolling.

# Design Principles for Online Classes

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| Friday, September 9 | 1:30PM – 3:00PM |
| Monday, October 24 | 1:30PM – 3:00PM |
| Tuesday, November 8 | 10:30AM – 12:00PM |

Ever wondered why some online modules are a breeze to read through, and others make your eyes glaze over? This training is about what to do after you copy & pasted your content into Etudes; How to make your modules not look like those textbooks you hated in high school. We'll take a look at fonts, styles, spacing, bold, color, images, and the use of templates. Let's get those modules spiffed up!

# ECC Gradebook

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| Monday, August 29 | 1:30PM – 3:00PM |
| Wednesday, August 31 | 9:30AM – 11:00AM |
| Tuesday, September 13 | 1:00PM – 2:30PM |
| Wednesday, November 16 | 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. Please bring your syllabus.

# ECC Gradebook Open Lab

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| Thursday, September 15 | 1:00PM – 2:00PM |

Want to double-check that everything is set up correctly in your Gradebook? Then this is the Open Lab for you! Please note: This is not a training session. Previous attendance at an Intro to ECC Gradebook training or viewing of the Gradebook training videos playlist is required. Please bring your syllabus.

# ECC Gradebook – Submitting Final Grades

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| Thursday, December 15 | 11:00AM – 12:00PM |
| Friday, December 16 | 10:30AM – 11:30AM |
| Monday, December 19 | 1:00PM – 2:00PM |
| Wednesday, December 21 | 1:30PM – 2:00PM |

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.

# Etudes – Open Lab

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| Friday, September 16 | 10:00AM – 11:30AM |
| Monday, September 26 | 1:30PM – 3:00PM |
| Tuesday, October 18 | 1:30PM – 3:00PM |
| Thursday, November 17 | 10:00AM – 11:30AM |
| Tuesday, December 6 | 1:30PM – 3:00PM |

Have questions about Etudes? Want to work on your course shell? Come to the Etudes Open Lab and work with Elana, Instructional Technology Specialist, or Gema Perez, Instructional Media Coordinator.

# Excel 2010 – Level 1

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| Thursday, October 6 | 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

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| Thursday, October 13 | 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.)

# Excel 2010 Topics – Sparklines

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| Friday, September 30 | 10:00AM – 11:00AM |
| Friday, December 9 | 1:00PM – 2:00PM |

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.

# Intermediate Screencast-O-Matic

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|---|---|
| Thursday, October 27 | 1:30PM – 3:00PM |
| Wednesday, November 23 | 10:30AM – 12:00PM |

Tired of Um's and Ah's in your screencast? Want to edit out the part where your phone rang? Wish you could splice videos together quickly and easily? You can, using the tools in the Pro version of Screencast-O-Matic! We'll go over the most frequently-used editing features of this versatile screencasting tool.

Tools needed: This course requires the Pro version of Screencast-O-Matic, which is $15/year. Sign up for a Pro account beforehand at www.screencast-o-matic.com. The first course, Screencasting with Screencast-O-Matic, uses the free version.

# Intro to Univerisal Design & 508

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| Tuesday, September 12 | 11:00AM – 12:00PM |
| Wednesday, October 26 | 1:00PM – 2:00PM |
| Thursday, December 1 | 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.

# Making Introduction Videos for Online Classes

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|---|---|
| Thursday September 29 | 1:00PM – 3:00PM |
| Friday, October 14 | 1:00PM – 3:00PM |
| Friday, December 2 | 10:00AM – 12:00PM |

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 Faculty

Tuesday, November 15          9:30AM – 12:00PM
Wednesday, December 7        9:30AM – 12:00PM

This OU Campus workshop is for faculty who wish to establish a web presence on the El Camino College website. During the training, participants will learn how to use OU Campus to create an instructor web page. Faculty will learn how to update their current web page, add images, insert links, and upload documents to their web page.

# OU Campus for New Users (Staff/Division)

Monday, October 17          9:30AM – 12:00PM
Monday, December 12        9:30AM – 12:00PM

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.

# Outlook 2010 – Level 1 (Intro)

Tuesday, September 27        1:00PM – 2:30PM
Monday, November 14         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.

# Outlook 2010 Topics – Meetings & Scheduling

Tuesday, December 13        10:00AM – 11:00AM

Tired of sending dozens of emails back & forth to schedule a meeting? With a few simple clicks, Microsoft Outlook can send invitations to attendees and tally their responses. It can even look at everyone's schedule and suggest meeting times when everyone is free. Come see what the Outlook scheduling feature can do for you!

# Poll Everywhere for Classroom Use

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| Tuesday, August 30 | 1:30PM – 3:00PM |
| Friday, October 21 | 1:30PM – 3:00PM |
| Tuesday, December 20 | 9:30AM – 11:00AM |

Want a fun and exciting way to take the pulse of student learning in your classroom? Want to reinforce key points or do a quick survey? Then Poll Everywhere is for you! Come learn how to use this FREE audience response tool (up to 40 responses per poll) during our hands-on workshop.

# PowerPoint 2010 – Level 1

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| Wednesday, September 21 | 10:00AM – 11:30AM |
| Thursday, November 3 | 1:00PM – 2:30PM |

Perfect for both presentations and class lectures, Microsoft PowerPoint 2010 can help you present your ideas to your audience. We'll go over selecting a theme, adding text and images, and creating seamless transitions.

# Screen Recording with Screencast-O-Matic

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|---|---|
| Thursday, October 20 | 1:30PM – 3:00PM |
| Friday, November 18 | 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.

# Word 2010– Level 1

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|---|---|
| Thursday, September 8 | 10:00AM – 11:30AM |
| Tuesday, October 4 | 10:00AM – 11:30AM |
| Wednesday, November 2 | 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, September 15**   **10:00AM – 11:30AM**
**Tuesday, October 11**    **10:00AM – 11:30AM**
**Wednesday, November 9**   **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.)

# Word 2010 Topics – Mail Merge

**Friday, September 23**    **1:00PM – 2:30PM**
**Tuesday, November 29**    **1:30PM – 3:00PM**

Need to personalize a mass mailing with individual names and addresses? The Mail Merge feature in Microsoft Word 2010 lets you populate different fields in a document with information you have in a spreadsheet. It can help save you tons of time!

# Word 2010 Topics – Tables for Design & Data

**Tuesday, November 22**    **10:00AM – 11:30AM**

Are you using the tab key & the spacebar to create columns in your Microsoft Word 2010 documents? Does all heck break loose if someone changes the font or the letter sizing? Trying to arrange text and graphics to send in the body of an email? There's actually a much easier way to keep everything nice & straight in your documents: let's make some tables!