Technology Training Schedule

Professional Development & Learning • Fall 2017

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*

508 Topics: Captioning

Thursday, November 2	1:30PM – 3:00PM
Friday, December 1	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

Wednesday, November 15	1:30PM – 3:00PM
Tuesday, November 29	10:00AM – 11:00AM
Friday, December 8	1:00PM – 2:30PM
Tuesday, December 12	1:00PM – 2:30PM
Thursday, December 14	10:00AM – 11:30AM

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

Canvas Quizzes Pt. 1

Thursday, November 16   1:00PM – 3:00PM

This workshop will teach you the basics of creating a quiz in Canvas. We will go over general settings (time limits, allowing multiple attempts, showing or hiding correct answers, etc.) and the various types of questions you can choose – multiple choice, fill-in-the-blank, short answer, and more!

ECC Gradebook – Setting It Up

Wednesday, November 8   11:00AM – 11:30PM
Tuesday, December 4   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

Wednesday, December 13   1:30PM – 2:30PM
Friday, December 15   10:30AM – 11:30AM
Monday, December 18   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 2

Thursday, November 14   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

Tuesday, November 7   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, November 1   10:00AM – 11:00AM
Monday, November 27   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

Wednesday, December 6   1:00PM – 3:00PM

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

Thursday, November 9   9:30AM – 12:30PM

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. The last 15/30 will be Q & A session and practice time.

OU Campus for New Users (Staff/Division)

Wednesday, November 22   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.

PowerPoint 2010 – Level 1

Thursday, November 30   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.

Quick & Dirty Intro to Canvas

Monday, November 6	1:00PM – 3:00PM
Monday, November 20	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, November 28	1:00PM – 3:00PM

Slow & Leisurely Intro to Canvas Pt. 2

Tuesday, December 5	1:30PM – 3:30PM

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.
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Word 2010 Topics – Mail Merge

Thursday, December 7   1:00PM – 2:30PM

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!