

# Winter 2012 Technology Training Schedule



## ECC Gradebook

**Skill Level Required:** Familiarity with basic computer concepts

**Description:**

Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC206

**Date:** Thursday, January 19, 2012

**Time:** 1:00 PM - 2:30 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 1.50 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

**Program #:** TC213

**Date:** Wednesday, February 1, 2012

**Time:** 10:00 AM – 11:30 AM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 1.50 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.



## ETUDES – Discussions – Set-Up & Grading

**Skill Level Required:** ETUDES certified

**Description:**

**NEW!** Learn how to effectively utilize the Discussions section. This workshop will cover how to set up topics and forums, send scores to the Gradebook. Learn how to easily grade topics and forums. Set-up discussions that are part of the participation or attendance grade for your course. See how other faculty use the Discussions area.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC211

**Date:** Tuesday, January 31, 2012

**Time:** 12:30 PM - 2:30 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.



## ETUDES – Embedding Video

**Skill Level Required:** ETUDES certified

**Description:**

**NEW!** Use video to enhance your course curriculum! This workshop will take you through the basic steps of embedding short videos in your ETUDES course site – on the Home Page, Modules, AT&S, discussions and Announcements. Learn how to embed videos from YouTube, INTELECOM, PBS and other video resources.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC210

**Date:** Friday, January 27, 2012

**Time:** 1:00 PM - 3:00 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.



## ETUDES – Getting Started for Face-to-Face Classes

**Skill Level Required:** ETUDES certified

**Description:**

**NEW!** You are ETUDES certified, now what? This workshop will take you through the basic steps of getting information posted on your ETUDES class shell for the spring semester. This workshop will cover how to post the basic information for your course such as, posting the syllabus, announcements, including assignments, quizzes and tests in the AT&S section, how to utilize the Modules section for class lectures or utilizing for engaging Discussions. The Gradebook function, which allows students to view their grades, will also be covered.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC203

**Date:** Thursday, January 12, 2012

**Time:** 1:00 PM - 3:00 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.



## ETUDES – Making Your Online Class Engaging

**Skill Level Required:** ETUDES certified

**Description:**

**NEW!** Learn how to keep your students engaged in your class! This workshop will focus on techniques that help makes online courses interactive and enticing. Grab student's attention when they "come to class." Motivate students to participate in discussions. Integrate personable, short teaching videos to engage students....learn this and more.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC212

**Date:** Tuesday, January 31, 2012

**Time:** 2:45 PM – 4:45 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.



## ETUDES Open Lab

**Skill Level Required:** ETUDES certified

**Description:**

**NEW!** These OPEN LAB hours are designed to provide individualized and focused assistance with specific ETUDES questions! Come on in and work on your ETUDES course shell for the new semester! Our trainer will assist you with questions, problems and any related ETUDES technical or pedagogical concerns. **Please note: These are "help" sessions and not training classes.**

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC200

**Date(s):** Monday, January 23, 2012  
Monday, January 30, 2012  
Monday, February 6, 2012

**Time:** 2:00 PM - 4:00 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**



## ETUDES - Using New Tools

**Skill Level Required:** ETUDES certified

**Description:**

**NEW!** Learn how to use ETUDES' new tools, Course Map and Activity Meter! Learn different ways to organize and run your course using Course Map. Guide your students through your course content from one easy location. Learn how to keep students on target using mastery levels and blockers in Course Map. Monitor your students' progress. Learn how to set your base date to an imported course. Discover how to reach out to students with Early Alerts and learn tips for increasing retention with these new tools.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC202

**Date:** Thursday, January 12, 2012

**Time:** 10:00 AM - 12:00 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**



## Excel 2010 - Basic

**Skill Level Required:** Familiarity with basic computer concepts

**Description:**

**NEW!** See what's new in Excel 2010! Examine spreadsheet basics, such as entering and editing data, creating formulas, using AutoFill and other automatic functions, moving and copying data, formatting worksheet appearance, creating exciting charts from your statistical data, and printing worksheets and charts.

**Target Group:** Faculty, Staff & Managers

**Presenter:** Francine Vasilomanolakis

**Program #:** TC208  
**Date:** Wednesday, January 25, 2012  
**Time:** 9:00 AM - 11:00 AM  
**Location:** W. Library Basement Room 19  
**Flex Credit:** 2.00 hour(s)  
**To Register:** Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**



## Introduction to ETUDES

There is only ONE mandatory Orientation ON-CAMPUS meeting required on: Tuesday, January 10, 2012 1:00-3:00PM. The remainder of the class is online. The class ends on January 30, 2012. Hours of online work required per week is approximately 8-10 hours.

**ETUDES is El Camino's and Compton Center's supported course management system.**

**NOTE:** Completion of this course will permit faculty to use the Etudes course management system in traditional face-to-face courses.

**NOTE:** Faculty who are preparing or considering teaching online must complete the following two courses: *Introduction to Etudes* AND *How to Teach Online: Building Your Course Content*. At the completion of *Introduction to Etudes*, faculty will receive a certificate that will entitle them to use Etudes, the campus supported course management system. At the completion of the course, *How to Teach Online: Building Your Course Content*, faculty will receive a certificate that will entitle them to teach online classes at El Camino and Compton Center. Coordination and permission from the Dean is required prior to teaching an online course.

**Skill Level Required: Familiarity with internet concepts and basic word processing.**

### Description:

This is an **online** course that involves hands-on trainings with ETUDES, the course management system supported by El Camino College and Compton Center Distance Education courses. This course is designed for faculty who would like to use a course management system in their traditional classes or who are preparing or considering teaching online. Topics will include: Orientation to ETUDES; How to create rich modules; Upload resources and media; How to use communication tools for collaboration and communication; How to use the discussion tool, chat, email, and private messaging; How to use the Assignments, Tests and Surveys tool; How to create assignments, tests, quizzes and surveys that automatically uploads to the grade book; How to use the grade book; Learn how to view your class rosters, post your syllabus, create a course with "personality," and much more.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC201

**Date:** Tuesday, January 10, 2012

**Time:** 1:00 PM - 3:00 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 12.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**



## Office 2010- Overview - One Hour Workshop

**Skill Level Required:** Familiarity with basic computer concepts

**Description:**

**NEW!** The Office 2010 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2010 programs share. This workshop will help you to transfer your knowledge to all Office 2010 programs!

**Target Group:** Faculty, Staff & Managers

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC204

**Date:** Tuesday, January 17, 2012

**Time:** 11:00 AM - 12:00 PM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 1.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

**Program #:** TC214

**Date:** Thursday, February 2, 2012

**Time:** 9:00 AM - 10:00 AM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 1.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.



## Outlook 2010 - Basic

**Skill Level Required:** Familiarity with basic computer concepts

**Description:**

**NEW!** Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff. This hands-on class covers how to use all the Microsoft Outlook 2010 features such as; email, attachments, calendar, contacts and tasks.

**Target Group:** Faculty, Staff & Managers

**Program #:** TC207

**Presenter:** Francine Vasilomanolakis

**Date:** Friday, January 20, 2012

**Time:** 10:00 AM - 12:00 PM

**Location:** W. Library Basement Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#). Confirmations will be made by phone message or email.



## PowerPoint 2010 – Basic

**Skill Level Required:** Familiarity with basic computer concepts

**Description:**

**NEW!** See what's new in PowerPoint 2010! Learn how to use this powerful program to transform your "chalk and talk" lectures into a dynamic digital multimedia presentation. Learn to insert graphics, text and screenshots into a slide show that can be played back to your students via a laptop computer and an overhead LCD projector.

**Target Group:** Faculty, Staff & Managers

**Presenter(s):** Francine Vasilomanolakis

**Program #:** TC209

**Date:** Friday, January 27, 2012

**Time:** 10:00 AM - 11:30 AM

**Location:** W. Library Basement, Room 19

**Flex Credit:** 1.50 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**



## Word 2010 – Basic

**Skill Level Required:** Familiarity with basic computer concepts

**Description:**

**NEW!** HOW SIMILAR ARE WORD 2007 AND WORD 2010? Your questions will be answered in this overview of Word 2010 workshop. This training will familiarize participants with the new look and feel of Word 2010, with an in-depth overview of the Ribbon, its navigation and use. Topics will include: Creating and editing documents, saving in various formats, converting older documents, using fonts, formatting text, reviewing, printing and how to get help in Word 2010. At the end of this workshop, participants will be able to create, edit and save documents with ease and know how to find helpful resources!

**Target Group:** Faculty, Staff & Managers

**Presenter:** Francine Vasilomanolakis

**Program #:** TC205

**Date:** Wednesday, January 18, 2012

**Time:** 9:00 AM - 11:00 AM

**Location:** Library, West Basement Room 19

**Flex Credit:** 2.0 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**



## Word 2010 – Styles - One Hour Workshop

**Skill Level Required:** Pre-requisite Word 2010 – Basic or familiarity with basic Word 2007/2010

**Description:**

**NEW!** Learn how to use "Styles" in Word 2010 (same in Word 2007). To create accessible documents, "Styles" should be used in the document to provide headings and a good reading order for students who use screen readers. Learn how to use the "Styles" section of the Word ribbon.

**Target Group:** Faculty, Staff & Managers

**Presenter:** Francine Vasilomanolakis

**Program #:** TC215

**Date:** Thursday, February 2, 2012

**Time:** 10:15 AM – 11:15 AM

**Location:** Library, West Basement Room 19

**Flex Credit:** 1.0 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**