

Technology Training Schedule

Professional Development & Learning • Summer 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

Tuesday, June 28	1:00PM – 2:30PM
Monday, July 11	1:30PM – 3:00PM
Friday, August 12	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!

Design Principles for Online Classes

Friday, August 19	1:00PM – 2:30PM
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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

Wednesday, June 1	1:00PM – 2:30PM
Tuesday, June 7	9:30AM – 11:00AM

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

Thursday, August 11 2:00PM – 3:00PM

Monday, August 15 2:00PM – 3:00PM

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.

ECC Online Teaching Certification

Friday, June 3–July 31, 2016 (8-week online course)

Mandatory On-Campus Face-to-Face Session: Friday, June 3, 1:00PM – 3:00PM.

Built upon the standards of the California Community College Distance Education policies and procedures, this course will instruct faculty on how to design an effective online class to maximize student success and retention. It will focus on teaching strategies and practices that will meet federal and state regulations as well as accreditation requirements.

Topics include:

- Regular effective contact
- Student authentication
- Correspondence vs. Online
- Copyright laws
- Accessibility requirements (Section 508)
- Instructional technology tools
- Student learning outcomes
- Effective online discussions and assessments

The course is aligned with the ECC Online Course Quality Checklist and will be delivered using Etudes.

Pre-requisite: Etudes Certification for Online Instruction (Etudes 101 – Introduction to Etudes)

Skill Level: Proficient with internet, Windows 7 or later, multiple web browsers, PDF documents, and Office 2010

Etudes – Open Lab

Tuesday, July 19 10:00AM – 11:30AM

Thursday, August 18 10:00AM – 11:30AM

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

Excel 2010 – Level 1

Tuesday, June 14 10:30AM – 12:00PM

Wednesday, July 20 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

Tuesday, June 21

10:30AM – 12:00PM

Wednesday, July 27

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

Wednesday, August 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.

Intermediate Screencast-O-Matic

Friday, July 14

1:30PM – 3:00PM

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 Universal Design & 508

Thursday, June 2

1:30PM – 2:30PM

Tuesday, August 9

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.

Outlook 2010 – Level 1 (Intro)

Tuesday, July 12

10:00AM – 12:00PM

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

Monday, July 18

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

Wednesday, June 29

10:00AM – 11:30AM

Thursday, July 28

1:00PM – 2:30PM

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

Monday, July 25

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

Thursday, July 7

1:30PM – 3:30PM

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

Monday, June 6

10:00AM – 11:30AM

Wednesday, August 10

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

Monday, June 13

10:00AM – 11:30AM

Wednesday, August 17

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

Tuesday, July 5

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!

Word 2010 Topics – Tables for Design & Data

Wednesday, June 22

10:00AM – 11:30AM

Friday, August 19

1:00PM – 2:30PM

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!