Technology Training Schedule
Professional Development & Learning • Summer 2017

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
Thursday, July 20   **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!

Canvas Modules 1 Workshop
Tuesday, June 29   **1:00PM – 3:00PM**

This class is the first in a series of two workshops on building Modules. This class will cover the benefits of Canvas's "everything in one place" model, chunking your content, creating an outline, creating Modules, locking your Modules, creating Content pages, keyboard shortcuts, basic tables, and most of the wysiwyg editor. There will be lab time at the end to work on your modules.

Canvas Modules 2 Workshop
Thursday, July 13   **1:00PM – 3:00PM**

Picking up right where we left off in Part 1, this Part 2 class covers embedding images and videos, additional aspects of 508 compliance, internal linking, deleting, reordering, and the various items you can add to a module e.g., quizzes, discussions, assignments, and external urls. (Note: this class does not go in depth into creating quizzes, discussions, assignments, etc.)

Canvas – Open Lab

Monday, June 19	11:00AM – 12:30PM
Tuesday, July 11	10:30AM – 12:00PM
Thursday, July 27	1:00PM – 2:30PM
Tuesday, August 8	10:00AM – 11:30AM
Monday, August 14	1:00PM – 2:30PM

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

Monday, July 17	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

Tuesday, June 20	1:30PM – 3:00PM
Wednesday, June 21	1:00PM – 2:30PM
Tuesday, August 1	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

Tuesday, July 25	10:30AM – 11:30AM
Thursday, August 3	1:00PM – 2:00PM
Thursday, August 10	11:00AM – 12:00PM
Wednesday, August 16	1:00PM – 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.

Intro to Universal Design & 508

Tuesday, June 27   **11:00AM – 12:00PM**

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, July 19   **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.