

Technology Training Schedule

Professional Development & Learning • Winter 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*

Adobe Fillable Forms

Thursday, January 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

Thursday, January 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.

Canvas – Open Lab

Monday, January 9

1:30PM – 3:00PM

Wednesday, January 25

10:00AM – 11:30AM

Friday, January 20

1:00PM – 2:30PM

Wednesday, February 1

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, Instructional Technology Specialist, or Gema Perez, Instructional Media Coordinator.

ECC Gradebook – Setting It Up

Wednesday, January 4	9:30AM – 11:00AM
Thursday, January 5	1:00PM – 2:30PM
Friday, January 13	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

Monday, February 6	10:00AM – 11:00AM
Tuesday, February 7	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.

Excel 2010 – Level 1

Tuesday, January 17	1:00PM – 2:30PM
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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, January 24	1:00PM – 2:30PM
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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.)

Intermediate Screencast-O-Matic

Friday, February 3

1:00PM – 2:30PM

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, January 26

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 Faculty

Monday, January 30

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)

Tuesday, January 10

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

Tuesday, January 31

10:00AM – 11:30AM

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

Friday, January 27

1:00PM – 2:30PM

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

Wednesday, January 11

10:00AM – 11:30AM

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

Wednesday, January 18

10:00AM – 11:30AM

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.)