

Technology Training Schedule Fall 2010



Welcome to the Fall Semester!

Highlights for Fall 2010

- Please note that in the table below, we now list the *skill level required* to successfully participate in each class.
- Location: Library, West Basement, Room 19 or C-29 (Computer Training Room) - Compton Center. See table below.



New Fall Courses for Faculty

[Complete Workshop Description](#)

[Register online](#)

- **MyECC Gradebook** - 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.
- **Windows 7 – Overview** - What's new in Windows 7? Learn the new features in Windows 7 such as: working with gadgets, using jump lists, how to organize files and folders, personalizing your desktop, using the start menu and taskbar. Bring your new faculty laptop computer.
- **ETUDES Refresher – Creating/Grading Assessments** - Learn how to create and grade assessments, link them to the gradebook, extend due dates, work with question pools, give special access for students and adjust various assessment settings. New features in the Assignments section employed within the last year will also be covered. This workshop is designed to help faculty manage their AT&S section. (Requires ETUDES certification)
- **CCC Confer –Using E-Conferencing Service Tool** - Use the phone and the Internet to meet and collaborate with students using CCC Confer. This workshop will show you how to connect to and use this free system-wide e-conferencing service.
- **Using Jing – One Hour Workshop** - Jing is free software that adds visuals to your online conversations. Instead of typing at people, show them what you're talking about using Jing. This workshop will show you how to download this program and use all the features.

For dates, times, and skill level required, see table below.

For all faculty:

Class Team Site Basics

Outlook for Faculty

PowerPoint 2007 – Basic, Intermediate, Presenter Tools & Tips

Introduction to ETUDES (4-part hybrid course)

How to Teach Online (3-part hybrid course) [Requires ETUDES certification]

[Complete Workshop Description](#)[Register online](#)**Word 2007 – Mail Merge – One Hour Workshop**

Understand how mail merge works so that you can get the results you want! Set up a document for mass mailing. Use the Mail Merge Wizard to perform a basic mail merge. Create envelopes and labels. Learn how to use the “Mailings” tab in Word 2007.

September – December, 2010 Technology Classes

September 2010				
Program#	Title	Skill Level Required	Date	Time
TC101	Class Team Site Basics	None	Wed 9/08/10	1:00 - 2:30 PM
TC102	MyECC Gradebook	None	Wed 9/08/10	2:30 - 4:30 PM
TC103	OmniUpdate OU Educate for Faculty Web Pages	Familiarity with internet concepts and basic word processing.	Thu 9/09/10	1:00 - 4:00 PM
TC100a	Open Lab	None	Mon 9/13/10	1:30 - 3:30 PM
TC104	Windows 7 - Overview – One Hour Workshop	None. Bring your laptop computer.	Wed 9/15/10	1:00 - 2:00 PM
TC105	Office 2007 – Overview – One Hour Workshop	None	Wed 9/15/10	2:00 - 3:00 PM
TC106	OmniUpdate OU Campus for Division/Department Web Pages	Permission from supervisor to edit Div/Dept web pages. Familiarity with internet concepts and basic word processing.	Thu 9/16/10	1:00 - 3:30 PM
TC107	Class Team Site Basics	None	Fri 9/17/10	10:00 - 11:30 AM
TC108	MyECC Gradebook	None	Fri 9/17/10	12:30 - 2:30 PM
TC100b	Open Lab	None	Mon 9/20/10	1:30 - 3:30 PM
TC109	Outlook 2007 for Faculty	None	Tue 9/21/10	9:00 - 11:00 AM
TC110	Word 2007 - Basic	None	Tue 9/21/10	1:00 - 3:00 PM
TC111	Word 2007 - Intermediate	Experience with Word 2007 or attended Word 2007 Basic	Wed 9/22/10	1:00 - 3:00 PM
TC112	MyECC Gradebook	None	Thu 9/23/10	1:00 - 3:00 PM
TC113	Class Team Sites Basics	None	Thu 9/23/10	3:00 - 4:30 PM
TC100c	Open Lab	None	Mon 9/27/10	1:30 - 3:30 PM
TC114	Word 2007 – Basic (Compton Center)	None	Wed 9/29/10	12:30 - 2:30 PM
TC115	MyECC Gradebook (Compton Center)	None	Wed 9/29/10	2:30 - 4:30 PM
TC116	Word 2007 - Intermediate (Compton Center)	Experience with Word 2007 or attended Word 2007 Basic	Thu 9/30/10	12:30 - 2:30 PM
TC117	Class Team Sites Basic (Compton Center)	None	Thu 9/30/10	2:30 - 4:30 PM

October 2010

Program#	Title	Skill Level Required	Date	Time
TC118a	Introduction to Etudes #1 (Part 1 of 4)	Familiarity with internet concepts and basic word processing.	Fri 10/01/10	1:00 - 4:00 PM
TC100d	Open Lab	None	Mon 10/04/10	1:30 - 3:30 PM
TC119	Excel 2007 - Basic	None	Tue 10/05/10	9:00 - 11:00 AM
TC120	Windows 7 - Overview – One Hour Workshop	None. Bring your laptop computer.	Wed 10/06/10	9:00 - 10:00 AM
TC121	Office 2007 – Overview – One Hour Workshop	None	Wed 10/06/10	10:00 -11:00 AM
TC122	PowerPoint 2007 – Basic	None	Thu 10/07/10	1:00 - 3:00 PM
TC123	Class Team Site Basics	None	Thu 10/07/10	3:00 - 4:30 PM
TC118b	Introduction to Etudes #2 (Part 2 of 4)	Familiarity with internet concepts and basic word processing.	Fri 10/08/10	1:00 -4:00 PM
TC100e	Open Lab	None	Mon 10/11/10	1:30 - 3:30 PM
TC124	Excel 2007 - Intermediate	Working knowledge of Excel 2007	Tue 10/12/10	9:00 - 11:00 AM
TC125	Word 2007 – Mail Merge – One Hour Workshop	Experience with Word 2007 or previously attended Word 2007 Overview workshop	Thu 10/14/10	9:00 -10:00 AM
TC126	PowerPoint 2007 - Intermediate	Working knowledge of PowerPoint 2007	Thu 10/14/10	1:00 -3:00 PM
TC127	MyECC Gradebook	None	Fri 10/15/10	10:00 AM - 12:00 PM
TC118c	Introduction to Etudes #3 (Part 3 of 4)	Familiarity with internet concepts and basic word processing.	Fri 10/15/10	1:00 - 4:00 PM
TC100f	Open Lab	None	Mon 10/18/10	1:30 - 3:30 PM
TC128	Outlook 2007 for Staff	None	Tue 10/19/10	9:00 - 11:00 AM
TC129	Word 2007 - Basic	None	Tue 10/19/10	1:00 - 3:00 PM
TC130	Word 2007 – Proofing, Tracking & References	Experience with Word 2007 or previously attended Word 2007	Wed 10/20/10	12:30 -2:30 PM
TC131	Outlook 2007 for Faculty	None	Wed 10/20/10	2:30 - 4:30 PM
TC118d	Introduction to Etudes #3 (Part 4 of 4)	Familiarity with internet concepts and basic word processing.	Fri 10/22/10	1:00 - 4:00 PM
TC100g	Open Lab	None	Mon 10/25/10	1:30 - 3:30 PM
TC132	Word 2007 - Intermediate	Experience with Word 2007 or previously attended Word 2007	Thu 10/28/10	9:00 - 11:00 AM
TC133	Word 2007 – Tables – One Hour Workshop	Experience with Word 2007 or previously attended Word 2007 Overview workshop	Thu 10/28/10	1:00 -2:00 PM
TC134	PowerPoint 2007 – Inserting Sounds	Working knowledge of PowerPoint 2007	Fri 10/29/10	10:00 - 12:00 PM
TC135	Clickers with TurningPoint	Basic computer and internet skills	Fri 10/29/10	1:00 - 3:00 PM

November 2010

Program#	Title	Skill Level Required	Date	Time
TC100h	Open Lab	None	Mon 11/01/10	1:30 - 3:30 PM
TC136	Access 2007 - Basic	Working knowledge of Office 2007	Wed 11/03/10	9:00 - 12:00 PM
TC137a	How to Teach Online: Building Your Course Content #1 (Part 1 of 3)	Familiarity with internet concepts and basic word processing. ETUDES certification required.	Fri 11/05/10	1:00 - 4:00 PM
TC100i	Open Lab	None	Mon 11/08/10	1:30 - 3:30 PM
TC138	Windows 7 - Overview – One Hour Workshop	None. Bring your laptop computer.	Tue 11/09/10	10:00 - 11:00 AM
TC139	Office 2007 – Overview – One Hour Workshop	None	Tue 11/09/10	11:00 -12:00 PM
TC140	PowerPoint 2007 - Presenter Tools & Tips	Working knowledge of PowerPoint 2007 or attended PowerPoint 2007 Basic	Thu 11/11/10	10:00 -11:00 AM

November 2010 (Continued)

Program#	Title	Skill Level Required	Date	Time
TC100j	Open Lab	None	Mon 11/15/10	1:30 - 3:30 PM
TC141	Excel 2007 - Basic (Compton Center)	None	Wed 11/17/10	10:00 - 12:00 PM
TC142	Excel 2007 – Intermediate (Compton Center)	Working knowledge of Excel 2007 or took Excel 2007 Basic	Wed 11/17/10	1:00 -3:00 PM
TC137b	How to Teach Online: Building Your Course Content #2 (Part 2 of 3)	Familiarity with internet concepts and basic word processing. ETUDES certification required.	Fri 11/19/10	1:00 - 4:00 PM
TC100k	Open Lab	None	Mon 11/22/10	1:30 - 3:30 PM
TC143	CCC Confer –Using E-Conferencing Service Tool	Basic computer and internet skills	Tue 11/23/10	2:00 - 4:00 PM
TC100l	Open Lab	None	Mon 11/29/10	1:30 - 3:30 PM
TC144	Etudes Refresher – Creating/Grading Assessments	ETUDES Certification	Tue 11/30/10	2:00 -4:00 PM

December 2010

TC137c	How to Teach Online: Building Your Course Content #3 (Part 3 of 3)	Familiarity with internet concepts and basic word processing. ETUDES certification required.	Fri 12/03/10	1:00 -4:00 PM
TC100m	Open Lab	None	Mon 12/06/10	1:30 - 3:30 PM
TC145	Class Team Site Basics	None	Tue 12/07/10	8:30 - 10:00 AM
TC146	MyECC Gradebook	None	Tue 12/07/10	10:00 -12:00 PM
TC147	Using Jing Screen Capture Software	Basic computer and internet skills	Thu 12/09/10	2:00 - 3:00 PM

You may register for classes [Online](#) or by phone at Ext 3872.
Remember to identify the program title, date and time.