



# Summer Technology Training Schedule

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## Class Team Site Basics



**Skill Level Required:** None

**Description:**

Learn how to set up, edit and use your “Class Team Site” on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, June 22, 2010

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

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

**Flex Credit:** 1.5 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## Creating Class Discussions in Class Team Sites – One Hour Workshop!



**Skill Level Required:** Class Team Site experience or previously attended *Class Team Site Basics* training

**Description:**

Learn how to create a Class Discussion in your Class Team Site for students through the MyECC portal. This is a secure site for your students only.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, June 22, 2010

**Time:** 2:45-3:45PM

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

**Flex Credit:** 1 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## Introduction to ETUDES (4-Part Course)

**Skill level required:** Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online, and standard word processing applications.

**NOTE:** Faculty who are considering using ETUDES, the campus supported course management system, to teach hybrid/online courses, must complete the *Introduction to ETUDES* course in order to become certified prior to taking the *How to Teach Online* course.

**Description:**

This is a series of four comprehensive hands-on trainings with ETUDES, the Course Management System used by ECC for distance education courses. This four-part course is designed for faculty who are interested in

teaching hybrid/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," add guests to your course and much more.

**All four parts of this course must be completed satisfactorily in order to be certified to use the ETUDES Course Management System.**

During this 4 part course, online work will also be required.

**The four mandatory classes will be held at ECC campus on:**

**Wednesday, June 23, 2010 1:00-4:00PM**

**Wednesday, June 30, 2010 1:00-4:00PM**

**Wednesday, July 7, 2010 1:00-4:00PM**

**Wednesday, July 14, 2010 1:00-4:00PM**

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

**Presenter:** Francine Vasilomanolakis

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

**Flex Credit:** 12 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Word 2007 – Basic

**Skill Level Required: None**

**Description:**

WHERE IS EVERYTHING IN WORD 2007? Your questions will be answered in this overview of Word 2007 workshop. This training will familiarize participants with the new look and feel of Word 2007, 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 2007. At the end of this workshop, participants will be able to create, edit and save documents with ease as well as know how to find helpful resources at their fingertips!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Monday, June 28, 2010

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

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

**Flex Credit:** 2.0 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Word 2007 – Intermediate

**Skill Level Required: Working knowledge of Word 2007 or previously attended Word 2007 – Basic training**

**Description:**

IT'S THE NEXT STEP! This training will go beyond basic Word 2007. Topics will include: Creating a page layout, how to use styles, using quick parts, applying themes, inserting hyperlinks and bookmarks, customizing bullets, using the building block organizer, create tables, use the find & replace feature and tips and tricks when using Word 07!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, June 29, 2010

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

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

**Flex Credit:** 2.0 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## Office 2007 - All About Graphics – One Hour Workshop!

**Skill Level Required:** Working knowledge of Office 2007 or previously attended *Office 2007 What's New* training

### Description:

LOOK AT WHAT YOU CAN CREATE NOW! Office 2007 has a wider variety of pictures, Clip Art, shapes, WordArt and NEW SmartArt graphics, a collection of diagrams that are easy to customize with your own text. Explore where to obtain graphics from the internet. This workshop will empower you to enhance your documents, powerpoints and even your spreadsheets!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Thursday, July 1, 2010

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

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

**Flex Credit:** 1.0 hour

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## OmniUpdate OU Educate for Faculty Web Pages



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

### Description:

This Omni OU Educate workshop is designed for faculty who wish to establish a web presence on the ECC website. During the training, participants will learn how to use the browser-based OU Educate program to choose from a pre-designed template page and easily create an instructor website. They will also have the opportunity to add a course page, graphics and upload additional documents to their website using the OU Educate web management system.

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

**Presenter:** Brian Hayden

**Date:** Thursday, July 1, 2010

**Time:** 1:00-4:00 PM

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

**Flex Credit:** 3.0 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## OmniUpdate OU Campus



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

### Description:

The OU Campus workshop is designed for staff responsible for maintaining their department/division webpage on the ECC website. OU Campus enables the user to quickly and easily create, update, and maintain

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designated areas of the campus website. The objectives of this class are to learn how to use the features of the OU Campus program such as the WYSIWYG editor, creating and editing new template pages, and pasting text from other programs into the new template. Attendees will also become familiar with the procedure to insert links, add graphics, and upload documents using the OU Campus system.

**Target Group:** Faculty & Staff Maintaining Department Websites

**Presenter:** Brian Hayden

**Date:** Tuesday, July 6, 2010

**Time:** 1:00-3:30 PM

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

**Flex Credit:** 2.5 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Class Team Site Basics



**Skill Level Required:** None

**Description:**

Learn how to set up, edit and use your “Class Team Site” on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Thursday, July 8, 2010

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

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

**Flex Credit:** 1.5 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Creating Class Discussions in Class Team Sites – One Hour Workshop!



**Skill Level Required:** Class Team Site experience or previously attended *Class Team Site Basics* training

**Description:**

Learn how to create a Class Discussion in your Class Team Site for students through the MyECC portal. This is a secure site for your students only.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Thursday, July 8, 2010

**Time:** 2:45-3:45PM

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

**Flex Credit:** 1 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Outlook 2007 for Faculty – Using Email, Calendars, Tasks & Contacts

**Skill Level Required:** None

**Description:**

Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff employees. This hands-on class covers how to use all the Microsoft Outlook 2007 features such as; Email, attachments, calendar, contacts and tasks. Workshop will also focus on using Microsoft Outlook Web Access through the MyECC Portal.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Monday, July 12, 2010

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

**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 2007 Proofing, Tracking & References

**Skill Level Required:** Working knowledge of Word 2007 or previously attended *Word 2007 - Basic training*

**Description:**

Learn how to use the “Review” and “References” tabs in Word 07. Learn how to track a document from start to finish. How to protect your document, include comments to a reviewer, and accept or reject changes. Learn how to guide your students to write better papers using Word.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Monday, July 12, 2010

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

**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.**

## Excel 2007 – Basic

**Skill Level Required:** None

**Description:**

Come and 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

**Date:** Tuesday, July 13, 2010

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

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

**Flex Credit:** 2.0 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Excel 2007 – Intermediate

**Skill Level Required:** Working knowledge of Excel 2007 or previously attended *Excel 2007 – Basic training*

**Description:**

IT'S THE NEXT STEP! This training will go beyond basic Excel 2007. This class will review Excel basics and further explore spreadsheet formatting and navigation. Create Excel templates for often-used spreadsheets and simple charts using Chart Wizard. Learn to use the workbook protection feature to keep your formulas safe by opening only specific cells for data entry. Use Comments as reminders or to communicate with others using the spreadsheet, moving and copying worksheets, creating Pivot Tables, and creating and using macros.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Thursday, July 15, 2010

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

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

**Flex Credit:** 2.0 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Class Team Site Basics



**Skill Level Required:** None

**Description:**

Learn how to set up, edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Monday July 19, 2010

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

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

**Flex Credit:** 1.5 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## PowerPoint 2007 – Basic

**Skill Level Required:** None

**Description:**

Learn how to use this powerful program to transform your "chalk and talk" lectures into a dynamic digital multimedia presentation. Learn to import graphics and text 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:** Francine Vasilomanolakis

**Date:** Monday, July 19, 2010

**Time:** 2:45-4:45PM

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

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

**To Register:** Call Ext. 3872 or

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[Register Online](#)

Confirmations will be made by phone message or email.

## PowerPoint 2007 – Intermediate

**Skill Level Required:** Working knowledge of PowerPoint 2007 or previously attended *PowerPoint 2007 – Basic training*

**Description:**

This class will teach you how to customize your presentation by using Themes, Layouts and Masters. Learn how to apply a theme, customize themes, modify slide layouts, add a logo or background to a master slide. Create interesting slide transitions, animate text and graphics, and prepare presentations for internet or speaking engagements.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Wednesday, July 21, 2010

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

**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.

## PowerPoint 2007 – Adding Sounds, Music and Narration

**Skill Level Required:** Working knowledge of PowerPoint 2007 or previously attended *PowerPoint 2007 – Basic training*

**Description:**

PowerPoint 2007 is an effective presentation tool that encourages your audience to participate in an auditory mode. This hands-on workshop deals exclusively with adding sound to your presentation. Explore websites where free sounds and music are available, how to insert sounds, music or narrate your presentation, in addition to, saving in the correct format and successfully presenting your presentation. This hands-on workshop includes adding YouTube videos into your presentation.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Wednesday, July 21, 2010

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

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

**Flex Credit:** 2.0 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## ETUDES Refresher – What’s New? – One Hour Workshop!



### ETUDES Refresher Workshop

**Skill Level Required:** ETUDES certification

**Description:**

Learn what’s new in ETUDES. This workshop will focus on the new upgrades in ETUDES during this last year in the Syllabus section, Discussion & Private Messages area and Assignments, Tests and Surveys section.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Monday, July 26, 2010

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

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**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.

## Inserting Multimedia into ETUDES – One Hour Workshop!



### ETUDES Refresher Workshop

**Skill Level Required:** ETUDES certification

**Description:**

Learn how to insert multimedia into assignments, discussion area and tests sections of your ETUDES shell. This workshop will also focus on embedding YouTube videos into ETUDES...especially on your Home page!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Monday, July 26, 2010

**Time:** 2:00-3:00PM

**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.

## How to Teach Online: Building Your Course Content – 3 Week Hybrid Course (3 Parts)

**Skill level required:** Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online, and standard word processing applications.

**NOTE:** Faculty must be certified in ETUDES, the campus supported course management system, or equivalent course management system prior to taking *How to Teach Online* course. In order to teach in Distance Education at ECC or Compton Center, faculty are required to successfully complete the *How to Teach Online* course. As part of course delivery, ETUDES will be used.

**Description:**

This is a series of three comprehensive hands-on trainings using ETUDES, the Course Management System. This three-week hybrid course will be delivered using both face-to-face meetings and online instruction (**Attendance at all 3 face-to-face meetings are required – see dates below**). The course is designed for faculty who are interested in preparing course material for teaching online. The focus is on building content that can be used in any course management system.

**Week 1** - Steps to Designing an Online Course and Concept Mapping.

**Week 2** - Designing a Module, Adding Learning Objects and Assessments

**Week 3** - Facilitating Techniques – Presentations

During this 3 week course online instruction will also be required. The **mandatory face-to-face** classes will be held on:

**Wednesday, July 28, 2010 1:00-4:00PM**

**Wednesday, August 4, 2010 1:00-4:00PM**

**Wednesday, August 18, 2010 1:00-4:00PM**

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

**Presenter:** Francine Vasilomanolakis

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

**Flex Credit:** 9.0 hour(s)

**To Register:** Call Ext. 3872 or

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[Register Online](#)

Confirmations will be made by phone message or email.

## Setting Up Groups in ETUDES – One Hour Workshop!



### ETUDES Refresher Workshop

**Skill Level Required:** ETUDES certification

**Description:**

Learn how to set up your students into groups for group projects. Learn how to facilitate group discussions and assignments for group projects.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Thursday, July 29, 2010

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

**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.

## Effective Use of Discussion and Private Messages in ETUDES– One Hour Workshop!



### ETUDES Refresher Workshop

**Skill Level Required:** ETUDES certification

**Description:**

Learn how to effectively utilize the class discussion and private message sections. Workshop will cover how to set up topics and forums, send scores to the gradebook. Set up for discussions that are part of the participation grade for your course.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Thursday, July 29, 2010

**Time:** 2:00-3:00PM

**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.

## Class Team Site Basics



**Skill Level Required:** None

**Description:**

Learn how to set up, edit and use your “Class Team Site” on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, August 3, 2010

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

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

**Flex Credit:** 1.5 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## **PowerPoint 2007 – Adding Sounds, Music and Narration**

**Skill Level Required:** Working knowledge of PowerPoint 2007 or previously attended *PowerPoint 2007 – Basic training*

**Description:**

PowerPoint 07 is an effective presentation tool that encourages your audience to participate in an auditory mode. This hands-on workshop deals with adding YouTube videos into your presentation. Explore websites where free sounds and music are available, how to insert sounds, music or narrate your presentation, in addition to, saving in the correct format and successfully presenting your presentation.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, August 3, 2010

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

**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.

## **Access 2007 – Basic**

**Skill Level Required:** Working knowledge of Excel 2007 or previously attended *Excel 2007 – Basic training*

**Description:**

This workshop will cover the fundamentals of Access 2007. Learn the basics of database functions and capabilities, and the tools necessary to begin your own exploration of Access 2007. Topics covered include: creating tables, entering and editing data in tables, sorting and filtering data, creating and using forms, creating queries, and creating reports.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Thursday, August 5, 2010

**Time:** 1:00-4:00PM

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

**Flex Credit:** 3.0 hours

**To Register:** Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

## **Preparing your ETUDES Course for the New Semester – One Hour Workshop!**

 **ETUDES Refresher Workshop**

**Skill Level Required:** ETUDES certification

**Description:**

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Learn how to set up up your Home Page, Announcements and Discussion sections. Use the new syllabus tools, utilize "My Workspace" more effectively and learn "best practices" for a smoother running ETUDES course for the new semester.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, August 10, 2010

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

**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.**

## Setting Up Assignments in ETUDES – One Hour Workshop!

### ETUDES Refresher Workshop

**Skill Level Required:** ETUDES certification

**Description:**

Learn how to set up assignments, link them to the gradebook, extend due dates, add and manage assignments, 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 assignments section.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, August 10, 2010

**Time:** 2:00-3:00PM

**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.**

## PowerPoint 2007 – Basic

**Skill Level Required:** None

**Description:**

Learn how to use this powerful program to transform your "chalk and talk" lectures into a dynamic digital multimedia presentation. Learn to import graphics and text 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:** Francine Vasilomanolakis

**Date:** Tuesday, August 17, 2010

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

**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.**

## PowerPoint 2007 – Presenter Tools & Tips – One Hour Workshop!

**Skill Level Required:** Working knowledge of PowerPoint 2007 or previously attended *PowerPoint 2007 - Basic* training

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**Description:**

PowerPoint 07 is an effective presentation tool that motivates students! Learn tools and tips for presenting an effective and dynamic presentation. Learn how to present a presentation with a remote that allows you the freedom to walk amongst the audience. Explore the tools available to set up the presentation so that all multimedia works. Learn new techniques for effectively delivering a presentation.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Tuesday, August 17, 2010

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

**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.**

## Class Team Site Basics



**Skill Level Required:** None

**Description:**

Learn how to set up, edit and use your “Class Team Site” on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

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

**Presenter:** Francine Vasilomanolakis

**Date:** Wednesday, August 18, 2010

**Time:** 9:00-10:30AM

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

**Flex Credit:** 1.5 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**

## Creating Class Discussions in Class Team Sites – One Hour Workshop!



**Skill Level Required:** Class Team Site experience or previously attended *Class Team Site Basics* training

**Description:**

Learn how to create a Class Discussion in your Class Team Site for students through the MyECC portal. This is a secure site for your students only.

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

**Presenter:** Francine Vasilomanolakis

**Date:** Wednesday, August 18, 2010

**Time:** 10:45-11:45AM

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

**Flex Credit:** 1 hour(s)

**To Register:** Call Ext. 3872 or

[Register Online](#)

**Confirmations will be made by phone message or email.**