



Winter Technology Training Schedule

TC201 Introduction to ETUDES - ONLINE

There is only **ONE** mandatory Orientation **ON-CAMPUS** meeting required on:
Friday, January 7, 2011 9:00AM-12:00PM
The remainder of the class is online. The class ends on **February 4, 2011**.

NOTE: Faculty who are **preparing or considering** teaching online must complete the following two courses: *Introduction to ETUDES* AND the *How to Teach Online: Building Your Course Content*. At the completion of *Introduction to ETUDES*, faculty will receive a certificate that will entitle them to use ETUDES, the campus supported course management system. At the completion of the course, *How to Teach Online: Building Your Course Content*, faculty will receive a certificate that will entitle them to teach online classes at El Camino and Compton Center

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

Description:

This is an **online** course that involves hands-on trainings with ETUDES, the course management system supported by El Camino College and Compton Center Distance Education courses. This course is designed for faculty who are preparing or considering teaching 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.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Friday, January 7, 2011

Time: 9:00AM-12:00PM

Location: W. Library Basement, Room 19

Flex Credit: 12.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC202 Class Team Site Basics

Skill Level Required: Basic Computer Skills

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(s): Francine Vasilomanolakis

Date: Wednesday, January 19, 2011

Time: 8:30AM - 10:00AM

Location: W. Library Basement, Room 19

Flex Credit: 1.50 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC203 Web 2.0 Course Tools

Skill Level Required: Proficient using the internet.

Description:

New! "*Web 2.0* is your single best up-to-the-minute resource for news, tactics, strategies, and case studies for teaching and learning in the new web world." Learn what the internet can do for you as a creator, a collaborator, an active participant, rather than a passive view of what is out there on the web. Learn what sites can engage students. Web 2.0 tools can enhance course curriculum and work related material. Learn about wikis, blogs, social bookmarking, screen capturing tools and more.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, January 19, 2011

Time: 10:30AM – 12:30PM

Location: W. Library Basement, Room 19

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC204 ETUDES - Web 2.0 Course Tools

Skill Level Required: Must be ETUDES certified instructor to attend this training.

Description:

New! Learn Web 2.0 tools which can be imported into ETUDES. Web 2.0 takes information from the internet and interacts with the reader. Learn what the internet can do for you as a creator, a collaborator, an active participant, rather than a passive view of what is out there on the web. Learn what sites can engage students. Web 2.0 tools can enhance the course curriculum. Learn about wikis, blogs, social bookmarking, screen capturing tools, YouTube and more.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, January 20, 2011

Time: 2:30PM – 4:30PM

Location: W. Library Basement, Room 19

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC205 PowerPoint 2007 – Basic

Skill Level Required: Basic Computer Skills

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(s): Francine Vasilomanolakis

Date: Tuesday, January 25, 2011

Time: 1:00 PM - 2:30 PM

Location: W. Library Basement, Room 19

Flex Credit: 1.50 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC206 Web 2.0 - Using YouTube – One Hour Workshop

Skill Level Required: Proficient using the internet.

Description:

New! Learn how to use YouTube to enhance your course curriculum. Participant in this workshop will set up their own YouTube account, learn how to save YouTube videos, embed YouTube videos into PowerPoints, and how to search for YouTube.

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Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, January 25, 2011

Time: 3:00PM - 4:00PM

Location: W. Library Basement, Room 19

Flex Credit: 1.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**

TC207 MyECC Gradebook

Skill Level Required: Basic Computer Skills

Description:

New! 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.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, January 26, 2011

Time: 2:00 PM - 4:00 PM

Location: W. Library Basement, Room 19

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**

TC208 PowerPoint 2007 - Intermediate

Skill Level Required: Knowledge of PowerPoint 2007 or previously attended PowerPoint 2007 Basic workshop

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(s): Francine Vasilomanolakis

Date: Friday, January 28, 2011

Time: 8:30AM - 10:00AM

Location: W. Library Basement, Room 19

Flex Credit: 1.50 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**

TC209 PowerPoint 2007 - Inserting Sounds

Skill Level Required: Knowledge of PowerPoint 2007 or previously attended PowerPoint 2007 Basic workshop

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(s): Francine Vasilomanolakis

Date: Friday, January 28, 2011

Time: 10:30AM - 12:00PM

Location: W. Library Basement, Room 19

Flex Credit: 1.50 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**

TC210 ECC Portal Area Sites

Skill Level Required: Proficient using the internet.

Description:

This workshop will introduce Managers to the MyECC Portal Area Site interface. The workshop will focus on the features available to set up and maintain a Division's Area Site in the MyECC Portal. The Division Area site itself serves as an alternative utility, separate from the college website. The workshop will instruct Managers or staff designated by Managers on how to set up the page, add announcements, post site links, post shared documents, edit and utilize the Division's Area Site.

Target Group: Managers & Staff designated to used Area Sites

Presenter(s): Francine Vasilomanolakis

Date: Friday, February 4, 2011

Time: 8:30AM – 10:30AM

Location: W. Library Basement, Room 19

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC211 PowerPoint 2007 - Presenter Tools & Tips - One Hour Workshop

Skill Level Required: Knowledge of PowerPoint 2007 or previously attended PowerPoint 2007 Basic workshop

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(s): Francine Vasilomanolakis

Date: Friday, February 4, 2011

Time: 11:00AM – 12:00PM

Location: W. Library Basement, Room 19

Flex Credit: 1.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC213 Class Team Site Basics

Skill Level Required: Basic Computer Skills

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(s): Francine Vasilomanolakis

Date: Tuesday, February 8, 2011

Time: 1:00PM – 2:30PM

Location: W. Library Basement, Room 19

Flex Credit: 1.50 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) Confirmations will be made by phone message or email.

TC214 MyECC Gradebook

Skill Level Required: Basic Computer Skills

Description:

New! Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as

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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.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, February 10, 2011

Time: 9:00AM – 11:00AM

Location: W. Library Basement, Room 19

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or [Register Online](#) **Confirmations will be made by phone message or email.**