

# Technology Training Schedule

## Professional Development - Summer 2015

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**Register for Technology Training Workshops** using [Professional Development Reporter](#).

**All Technology Training Workshops** will be held in the El Camino College Library West Basement, Room 19 unless otherwise noted.

## Word Topics – Mail Merge

**Monday, June 8 1:00–2:30 pm**

Need to personalize a mass mailing with individual names and addresses? The Mail Merge feature in Microsoft Word lets you populate different fields in a document with information you have in a spreadsheet. It can help save you tons of time!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## ECC Gradebook

**Tuesday, June 9 1:30–3:00 pm**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## Outlook – Level 1

**Wednesday, June 10 10:00–11:30 am**

Stumped by sorting messages? Confused by calendars? Perplexed by 'Reply All' protocol? Then this is the training for you! We'll go over basic Microsoft Outlook functions and email etiquette. At the end, we'll also learn about spam and spotting emails that are unsafe to open.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## ECC Gradebook

**Thursday, June 11 10:00–11:30 am**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **PowerPoint – Level 1**

**Monday, June 15 10:30 am–12 noon**

Perfect for both presentations and class lectures, Microsoft PowerPoint can help you present your ideas to your audience. We'll go over selecting a theme, adding text and images, and creating seamless transitions.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Outlook Topics – Meetings & Scheduling**

**Tuesday, June 16 10:30–11:30 am**

Tired of sending dozens of emails back & forth to schedule a meeting? With a few simple clicks, Microsoft Outlook can send invitations to attendees and tally their responses. It can even look at everyone's schedule and suggest meeting times when everyone is free. Come see what the Outlook scheduling feature can do for you!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **OU Campus for New Users**

**Wednesday, June 17 9:30–11:30 am**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **ECC Gradebook**

**Monday, June 22 10:00–11:30 am**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## Screen Recording with Screencast-O-Matic

**Tuesday, June 23 1:00–2:30 pm**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## ECC Gradebook

**Wednesday, June 24 1:30–3:00 pm**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## OU Campus/OU Educate – Open Lab

**Thursday, June 25 1:00–2:30 pm**

This workshop is for EXISTING OU Campus/OU Educate users who would like assistance updating their ECC or Compton Center division/department or faculty web pages. Please bring in any current materials and our trainer will assist you with your specific OU Campus/OU Educate tasks, questions, or problems. Note: This is a help session, not a training class.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## OU Educate for Faculty Web Pages

**Monday, June 29 1:00–3:00 pm**

This OU Educate workshop is for faculty who wish to establish a web presence on the ECC or Compton Center website. During the training, participants will learn how to use OU Educate 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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **OU Campus/OU Educate – Open Lab**

**Tuesday, June 30 10:00–11:30 am**

This workshop is for EXISTING OU Campus/OU Educate users who would like assistance updating their ECC or Compton Center division/department or faculty web pages. Please bring in any current materials and our trainer will assist you with your specific OU Campus/OU Educate tasks, questions, or problems. Note: This is a help session, not a training class.

**Presenter:** Elana Azose & Brian Hayden

**Location:** Library West Basement, Room 19 (ECC Campus)

## **Excel – Level 1**

**Wednesday, July 1 1:30–3:00 pm**

Spreadsheets don't have to be daunting! This training will introduce you to basic Microsoft Excel tasks, including creating and saving workbooks, entering and editing data, formatting, and setting up basic formulas.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Making Introduction Videos for Online Classes**

**Tuesday, July 7 1:00–3:00 pm**

Have you ever taken an online course where the teacher welcomed you to the classroom via an introduction video? Videos can help create a warm and welcoming atmosphere for the online student. In this workshop, we'll learn the basics for creating and uploading a video to YouTube, along with adding captions to make it Section 508 compliant. Then we'll roll up our sleeves and start filming - bring your smart phone!

**Presenter:** Elana Azose, Trainer/Instructional Technology

**Location:** Library West Basement, TLC (ECC Campus)

## **Excel – Level 2**

**Wednesday, July 8 1:30–3:00 pm**

Tables & charts ahoy! This training will cover using tables to manage information and creating basic charts in Microsoft Excel. (While attending the Excel Level 1 training is not required, it is recommended.)

**Presenter:** Elana Azose, Trainer/Instructional Technology

# OU Campus for New Users

**Thursday, July 9 9:30–11:30 am**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## Word – Level 1

**Monday, July 13 10:00–11:30 am**

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. 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!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## Intro to Computer Basics

**Tuesday, July 14 10:00–11:30 am**

Do taskbars leave you scratching your head? Do you think 'drag & drop' is the latest dance craze? Then this is the class for you! We'll go over topics such as the Start Menu, files and folders, Windows Explorer, cut/copy/paste, and finding files when you cannot for the life of you remember what you saved them as.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## Word – Level 2

**Monday, July 20 10:00–11:30 am**

The next level of our Microsoft Word 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.)

**Presenter:** Elana Azose, Trainer/Instructional Technology

## PowerPoint – Level 1

## **Tuesday, July 21 1:00–2:30 pm**

Perfect for both presentations and class lectures, Microsoft PowerPoint can help you present your ideas to your audience. We'll go over selecting a theme, adding text and images, and creating seamless transitions.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **OU Educate for Faculty Web Pages**

### **Wednesday, July 22 10:00 am–12 noon**

This OU Educate workshop is for faculty who wish to establish a web presence on the ECC or Compton Center website. During the training, participants will learn how to use OU Educate 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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Windows 7**

### **Monday, July 27 1:00–2:30 pm**

Want the lowdown on your new operating system? Using a new OS might seem a bit tricky at first, but it can make doing your work a whole lot easier! Come to this training to learn some cool tips & tricks in Windows 7.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Intermediate Screencast-O-Matic**

### **Tuesday, July 28 1:30–3:00 pm**

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](http://www.screencast-o-matic.com). The first course, Screencasting with Screencast-O-Matic, uses the free version.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Design Principles for Online Classes**

### **Wednesday, July 29 1:30–3:00 pm**

Ever wondered why some online modules are a breeze to read through, and others make your eyes glaze over? This training is about what to do after you've copy & pasted your content into Etudes – aka, 'How to make your modules not look like those textbooks you hated in high school.' We'll take a look at fonts, styles, spacing, bold, color, images, and the use of templates. Let's get those modules spiffed up!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **OU Campus/OU Educate – Open Lab**

**Thursday, July 30 10:00–11:30 am**

This workshop is for EXISTING OU Campus/OU Educate users who would like assistance updating their ECC or Compton Center division/department or faculty web pages. Please bring in any current materials and our trainer will assist you with your specific OU Campus/OU Educate tasks, questions, or problems. Note: This is a help session, not a training class.

**Presenter:** Elana Azose & Brian Hayden

## **OU Educate for Faculty Web Pages (Compton Center)**

**Monday, August 3 1:00–3:00 pm**

This OU Educate workshop is for faculty who wish to establish a web presence on the ECC Compton Center website. During the training, participants will learn how to use OU Educate 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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

**Location:** TBD (Compton Center)

## **Outlook – Level 1**

**Tuesday, August 4 1:00–2:30 pm**

Stumped by sorting messages? Confused by calendars? Perplexed by 'Reply All' protocol? Then this is the training for you! We'll go over basic Microsoft Outlook functions and email etiquette. At the end, we'll also learn about spam and spotting emails that are unsafe to open.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Word Topics – Tables for Design & Data**

**Wednesday, August 5 10:30 am–12 noon**

Are you using the tab key & the spacebar to create columns in your Microsoft Word documents? Does all heck break loose if someone changes the font or the letter sizing? Trying to arrange text and graphics to send in the body of an email? There's actually a much easier way to keep everything nice & straight in your documents: let's make some tables!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## Word – Level 1

**Thursday, August 6 10:00–11:30 am**

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. 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!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## Excel Topics – Sparklines

**Friday, August 7 1:00–2:00 pm**

Sparklines are simple line graphs that help illustrate trends in your data. They're like mini-charts you can include in your spreadsheets. This training will go over a basic introduction to Sparklines.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## OU Educate Open Lab (Compton Center)

**Monday, August 10 1:00–3:00 pm**

This workshop is for EXISTING OU Educate users who would like assistance updating their ECC Compton Center division/department or faculty web pages. Please bring in any current materials and our trainer will assist you with your specific OU Educate tasks, questions, or problems. Note: This is a help session, not a training class.

**Presenter:** Elana Azose & Brian Hayden

**Location:** TBD (Compton Center)

## Word Topics – Mail Merge

**Tuesday, August 11 10:00–11:30 am**

Need to personalize a mass mailing with individual names and addresses? The Mail Merge feature in Microsoft Word lets you populate different fields in a document with information you



have in a spreadsheet. It can help save you tons of time!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **PowerPoint – Level 1**

**Wednesday, August 12 1:30–3:00 pm**

Perfect for both presentations and class lectures, Microsoft PowerPoint can help you present your ideas to your audience. We'll go over selecting a theme, adding text and images, and creating seamless transitions.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **ECC Gradebook – Submitting Final Grades**

**Thursday, August 13 1:00–2:00 pm**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Excel – Level 1**

**Friday, August 14 10:00–11:30 am**

Spreadsheets don't have to be daunting! This training will introduce you to basic Microsoft Excel tasks, including creating and saving workbooks, entering and editing data, formatting, and setting up basic formulas.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **ECC Gradebook – Submitting Final Grades**

**Monday, August 17 2:00–3:00 pm**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **508 Topics: Captioning**

**Tuesday, August 18 10:00–11:30 am**

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!

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **ECC Gradebook – Submitting Final Grades**

**Wednesday, August 19 1:30–2:30 pm**

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.

**Presenter:** Elana Azose, Trainer/Instructional Technology

## **Word – Level 2**

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