

Technology Training Schedule

Professional Development · Spring 2016

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

508 Topics: Captioning

Thursday, February 4 10:30 am–12 noon

Wednesday, March 23 1:30–3:00 pm

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!

CPR/AED (Automatic External Defibrillator) Training

Thursday, April 21 9:00 am–1:00 pm

Sudden Cardiac Arrest (SCA) claims the lives of close to 450,000 Americans each year. 95% of these victims die of ventricular fibrillation. Defibrillation can reverse SCA if it is delivered within a 10-minute window. The American Heart Association (AHA) adopted the four link chain of survival: (1) early access – 911, (2) early CPR, (3) early defibrillation (within the first 10 minutes), and (4) advanced cardiac life support. According to the AHA, for every minute that an SCA patient goes without defibrillation, the chance of survival drops by 10%. For anyone who has dialed 911 to request help in a medical emergency, it may have seemed like an eternity until help arrived. Yet at ECC the average length of time – from receipt of call until paramedics in an advanced support (ALS) ambulance arrive – is only 5 minutes.

This class is for both first-time attendees as well as anyone who will need recertification. Each class is limited to 30 per class.

Please note: The District will purchase the CPR/AED Certification Cards for all employees of the District who pass the CPR/AED training class. The certificates are valid for 2 years.

ECC Gradebook

Wednesday, January 27 10:30 am–12 noon

Thursday, January 28 9:30 am–11:00 am

Friday, February 5 1:00–2:30 pm

Tuesday, February 9 10:30 am–12 noon

Wednesday, April 20 10:30 am–12 noon

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, May 9 1:00–2:00 pm

Wednesday, May 11 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.

ECC Online Teaching Certification

Friday, March 11–May 6, 2016 (8-week online course)

Mandatory On-Campus Face-to-Face Session: Friday, March 11, 1:00–3:00 p.m.

Built upon the standards of the California Community College Distance Education policies and procedures, this course will instruct faculty on how to design an effective online class to maximize student success and retention. It will focus on teaching strategies and practices that will meet federal and state regulations as well as accreditation requirements.

Topics include:

- Regular effective contact
- Student authentication
- Correspondence vs. Online
- Copyright laws
- Accessibility requirements (Section 508)
- Instructional technology tools
- Student learning outcomes
- Effective online discussions and assessments

The course is aligned with the ECC Online Course Quality Checklist and will be delivered using Etudes.

Pre-requisite: Etudes Certification for Online Instruction (Etudes 101 – Introduction to Etudes)

Skill Level: Proficient with internet, Windows 7 or later, multiple web browsers, PDF documents, and Office 2010

Entering Assessments into TracDat

Wednesday, January 27 2:00–3:00 pm

Thursday, January 28 1:00–2:00 pm

Wednesday, February 3 3:00–4:00 pm

Thursday, February 4 1:00–2:00 pm

This is a working workshop. Bring the data from your recent fall assessment and receive guidance as you enter it into TracDat.

* Course taught by Irene Graff & others

Etudes – Open Lab

Tuesday, February 2 1:00–2:30 pm

Tuesday, February 23 1:30–3:00 pm

Monday, March 28 10:00–11:30 am

Tuesday, April 12 10:00–11:30 am

Have questions about Etudes? Want to work on your course shell? Come to the Etudes Open Lab and work with Elana, our Instructional Technology Specialist, or Gema Perez.

Excel – Level 1

Wednesday, February 10 10:30 am–12 noon

Wednesday, April 6 10:30 am–12 noon

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.

Excel – Level 2

Wednesday, February 17 10:30 am–12 noon

Wednesday, April 13 10:30 am–12 noon

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.)

Excel Topics – Sparklines

Monday, January 11 2:00 pm–3:00 pm

Tuesday, April 19 2:00 pm–3:00 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.

Intermediate Screencast-O-Matic

Friday, May 6 1:00–2:30 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. The first course, Screencasting with Screencast-O-Matic, uses the free version.

Intro to Computer Basics – Beginning Computers

Friday, April 1 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.

Intro to Universal Design & 508

Tuesday, April 26 1:30–2:30 pm

Friday, April 29 1:00–2:00 pm

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.

Making Introduction Videos for Online Classes

Tuesday, March 22 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!

Outlook – Level 1 (Intro)

Tuesday, March 15 10:00 am-12 noon

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.

Outlook Topics – Meetings & Scheduling

Thursday, March 17 10:00-11:00 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!

Poll Everywhere for Classroom Use

Thursday, February 18 1:30-3:00 pm

Tuesday, March 8 10:00-11:30 am

Want a fun and exciting way to take the pulse of student learning in your classroom? Want to reinforce key points or do a quick survey? Then Poll Everywhere is for you! Come learn how to use this FREE audience response tool (up to 40 responses per poll) during our hands-on workshop.

PowerPoint – Level 1

Wednesday, March 30 10:30 am-12 noon

Thursday, April 28 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.

PRP Unit Plan Working Workshop

Wednesday, February 3 9:00-10:30 am

Friday, February 5 2:30-4:00 pm

Wednesday, February 10 9:00-10:30 am

Thursday, February 11 10:00-11:30 am

Refresher training to create and modify Annual Unit Plans in TracDat's Program Review and Planning (PRP) system.

Screen Recording with Screencast-O-Matic

Friday, April 15 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.

Technology Conference & Vendor Fair

Friday, February 26 9:00 am–12 noon

What will this year bring? New technologies are everywhere and changing how we can engage with our students. The trends this year include: Augmented Reality, HoloLens, and so much more. See a whole new way to teach with Microsoft Mix. Office Mix is an easy way to take your PowerPoint presentations and bring them to life as interactive online lessons. From recording audio or video of yourself giving a lecture, to directly writing in the presentation as you would at your whiteboard, to quizzing, to sharing, to seeing how it all worked.

Windows 7

Monday, March 14 1:00–2:30 pm

Wednesday, May 4 1:00–2:30 pm

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!

Word – Level 1

Monday, February 1 10:00–11:30 am

Tuesday, May 3 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!

Word – Level 2

Monday, February 8 10:00–11:30 am

Tuesday, May 10 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.)

Word Topics – Mail Merge

Friday, January 8 10:00–11:30 am

Wednesday, February 24 1:30–3:00 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!

Word Topics – Tables for Design & Data

Wednesday, March 2 10:00–11:30 am

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!