

Technology Training Schedule

Professional Development & Learning • August 2020

To register for technology training workshops,

[CLICK HERE](#)

Presenter: Elana Azose, Trainer/Instructional Technology Specialist, *unless noted*

Location: Zoom (Online Classroom)

ECC Gradebook – Setting It Up

Monday, August 24

1:00PM – 2:30PM

Thursday, August 27

10:00AM – 11:30AM

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, August 3

1:30PM – 3:00PM

Wednesday, August 5

10:30AM – 12:00PM

Tuesday, August 11

1:00PM – 2:30PM

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.

MS Teams – Level 1

Wednesday, August 12

10:00AM – 11:30AM

Friday, August 21

10:00AM – 11:30AM

MS Teams allows you to easily communicate & share documents with team members. This class will teach you how to: access MS Teams via Office 365, download the desktop version, create a new team, add members, add channels, make a private channel, chat with your team members as well as ECC employees who aren't on your team, reply to posts, do @mentions, and upload documents. It will also go over the difference between a team and channel, and various scenarios for when you have a large project.

Please watch the following videos before class: [ProDev "MS Teams" YouTube Playlist](#).

OneNote/Office 365

Friday, August 28

10:30AM – 12:00PM

Office 365 lets you work on the go and access Microsoft Office products on your personal devices. OneNote is a neat way to collaborate and gather drawings, screenshots, notes, audio comments, and more!

Word 2016– Level 1

Thursday, August 6

10:00AM – 11:30AM

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 2016. 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 2016 – Level 2

Thursday, August 13

10:00AM – 11:30AM

The next level of our Microsoft Word 2016 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.)

Zoom 101

Tuesday, August 4

10:00AM – 11:30AM

Wednesday, August 26

1:30PM – 3:00PM

This class is a live version of the Zoom tutorial videos Elana has sent out. It will go over how to sign up for a free Pro Zoom account through ConferZoom, how to check to see which type of Zoom license you have, how to set up a Zoom meeting, the differences between Schedule and Host a meeting, how to set up a recurring meeting, and the pros & cons of using your Personal Meeting ID. Please sign up ahead of time in Cornerstone so you can be sent the invitation link.