

Technology Training Schedule

Professional Development & Learning • March 2021

To register for technology training workshops,

[CLICK HERE](#)

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

Location: Zoom (Online Classroom)

If you don't have a Cornerstone account and would like to participate in a professional development activity, please contact Alma Sandoval at asandoval@elcamino.edu or Professional Development at prodev@elcamino.edu

25 Live: Adding an Event

Monday, March 15

1:00PM – 2:30PM

Wednesday, March 31

1:30PM – 3:00PM

25Live is a software that lets you see room reservations at a glance, and schedule events, workshops, & classes on the El Camino campus. Things like committee meetings, book clubs, academic classes, luncheons, workshops, and student club meetings all would go into 25Live. This training will go over how to make reservations for your event, workshop, or class. (How to approve the reservations for your department or building will not be covered in this one.) Please **only** sign up for this training if your manager or dean has assigned you to be a 25Live user in your department/division.

ECC Gradebook – Setting It Up

Friday, March 5

10:00AM – 11:30AM

Monday, March 8

1:30PM – 3:00PM

Monday, March 29

1:00PM – 2:30PM

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.

Formstack – Level 1

Friday, March 26

10:30AM – 12:00PM

Tired of dealing with paper forms or tallying answers from fillable PDFs? Formstack's got you covered! This software lets you create and edit forms with a simple click & drag process. In this introductory class, we'll go over creating a form with a variety of basic fields, along with radio buttons, checkboxes & sliders. Then we'll cover customizing the url, sharing the form, and viewing the submissions.

MS Teams – Level 1

Tuesday, March 9

9:30AM – 11:00AM

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](#).

Office Hours/Open Labs

Wednesday, March 10

1:30PM – 3:00PM

Tuesday, March 23

1:30PM – 3:00PM

Got questions on Zoom, MS Teams, Office, Cornerstone, or Gradebook? Then this is the place to be! Drop in if you have a question for Elana, our Trainer/Instructional Technology Specialist. First come, first served— Please have your file/document/account/etc. already open to save time.

OU Campus for New Users

Thursday, March 18

9:30AM – 12:30PM

This workshop is for NEW OU Campus users to maintain division/department web pages on the ECC website. Faculty will be given instructions on how to make an instructor web page. 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. The last 15/30 will be Q & A session and practice time.

Word 2016– Level 1

Tuesday, March 16

10:30AM – 12:00PM

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

Wednesday, March 17

10:30AM – 12:00PM

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

Thursday, March 11

1:00PM – 2:30PM

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.

Zoom – Level 2

Friday, March 12

1:00PM – 2:30PM

Tuesday, March 30

10:00AM – 11:30AM

In this Intermediate level of Zoom, we'll go over screen sharing (sharing individual windows vs. sharing your entire desktop + the pros & cons of each), muting participants, removing Zoombombers, and using the Reports feature to easily take attendance.