

# Technology Training Schedule

Professional Development & Learning • May 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](mailto:asandoval@elcamino.edu) or Professional Development at [prodev@elcamino.edu](mailto:prodev@elcamino.edu)*

## 25 Live: Adding an Event

Wednesday, May 26

10:00AM – 11:30AM

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

Thursday, May 13

1:00PM – 2:30PM

Thursday, May 27

10:30AM – 12:00PM

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

Tuesday, May 18

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

Wednesday, May 5

1:00PM – 2:30PM

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

Monday, May 3

10:00AM – 11:30PM

Monday, May 10

1:30PM – 3:00PM

Wednesday, May 19

1:30PM – 3:00PM

Friday, May 28

10:00AM – 11:30AM

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.

**\*\*Please Note\*\*** -- Office Hours/Open Labs are not flex eligible.

## Saving Your Zoom Recordings & Moving Them to OneDrive

Tuesday, May 4

1:00PM – 1:45PM

Thursday, May 6

10:30AM – 11:15AM

Friday, May 21

10:00AM – 10:45AM

Did you know we get a bunch of free cloud storage space with our OneDrive accounts through Office365? (As an ECC employee, you have a free Office365 account that's already set up for you, even if you haven't used it yet ;) ) This 45-minute class will go over the steps to download your recordings from Zoom, access your free OneDrive account, and then upload those recordings to your OneDrive.

# **Zoom 101**

Friday, May 14

10:00AM – 11:30AM

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**

Monday, May 17

1:00PM – 2:30PM

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.