

Technology Training Schedule

Professional Development & Learning • November 2020

To register for technology training workshops,

[CLICK HERE](#)

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

Location: Zoom (Online Classroom)

Excel 2016 – Level 1

Tuesday, November 17

1:00PM – 2:30PM

Spreadsheets don't have to be daunting! This training will introduce you to basic Microsoft Excel 2016 tasks, including creating and saving workbooks, entering and editing data, formatting, and setting up basic formulas.

Excel 2016 – Level 2

Tuesday, November 24

1:00PM – 2:30PM

Tables & charts ahoy! This training will cover using tables to manage information and creating basic charts in Microsoft Excel 2016. (While attending the Excel Level 1 training is not required, it is recommended.)

Formstack – Level 1

Friday, November 6

10:00AM – 11:30AM

Tuesday, November 10

1:30PM – 3:00PM

Monday, November 23

1:30PM – 3:00PM

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.

Intro to Universal Design & 508

Wednesday, November 25

10:00AM – 11:30AM

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.

OU Campus for New Users

Thursday, November 19

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.

Open Labs

Monday, November 2

1:00PM – 2:30PM

Wednesday, November 18

10:00AM – 11:30AM

Monday, November 30

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.

Zoom 101

Wednesday, November 4

10:30AM – 12:00PM

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.

Zoom – Level 2

Monday, November 9

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.