

Technology Training Schedule

Professional Development & Learning • October 2020

To register for technology training workshops,

[CLICK HERE](#)

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

Location: Zoom (Online Classroom)

Cornerstone: A Second Look

Wednesday, October 14

10:00AM – 11:30AM

In this class we go over the updates to the workflows taught in the Cornerstone First Glance course, plus we take a deeper dive into Taking Roll & Adding Attendees.

ECC Gradebook – Setting It Up

Monday, October 12

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.

Intro to Universal Design & 508

Thursday, October 29

9:30AM – 11:00AM

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.

MS Teams – Level 1

Friday, October 23

10:30AM – 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.](#)

Open Lab

Thursday, October 15

10:00AM – 11:30AM

Tuesday, October 20

10:00AM – 11:30AM

This month we're launching General Open Labs. 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

Tuesday, October 6

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.

Zoom 101

Friday, October 2

10:30AM – 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

Friday, October 9

1:00PM – 2:30PM

Tuesday, October 27

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.