

# Technology Training Schedule

**Professional Development - Fall 2015**

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**Register** for Technology Training Workshops at [elcamino.flexreporter.com](http://elcamino.flexreporter.com)

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

**Location:** Library West Basement, Room 19 (ECC Campus) unless otherwise noted

## 508 Topics: Captioning

**Wednesday, October 21 1:00–2:00 pm**

The DECT grant makes it easy to get your course videos professionally captioned for free. But what about when there's a time crunch and you have to caption last-minute videos on your own? How do you go about creating the captions? What kind of non-speech sounds need to be captioned (i.e., a telephone ringing, a dog barking, background music)? What if turning on the captions covers up an important part of your video? How would you caption a video for a visually-impaired student? Come find out the answers to these questions and more!

## Design Principles for Online Classes

**Friday, October 30 1:00–2:30 pm**

Ever wondered why some online modules are a breeze to read through, and others make your eyes glaze over? This training is about what to do after you've copy & pasted your content into Etudes – aka, 'How to make your modules not look like those textbooks you hated in high school.' We'll take a look at fonts, styles, spacing, bold, color, images, and the use of templates. Let's get those modules spiffed up!

## ECC Gradebook

**Thursday, August 27 2:00–3:30 pm**

**Friday, August 28 10:30 am–12 noon**

**Monday, August 31 1:30–3:00 pm**

**Thursday, September 3 10:30 am–12 noon**

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

**Tuesday, December 8 10:00–11:00 am**

**Wednesday, December 9 1:00–2:00 pm**

**Monday, December 14 1:30–2:30 pm**

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.

# ECC Online Teaching Certification

**Friday, September 25–November 20, 2015 (8-week online course)**

**Mandatory On-Campus Face-to-Face Session: Friday, September 25, 1:00–3:00 p.m.**

Built upon the standards of the California Community College Distance Education policies and procedures, this course will instruct faculty on how to design an effective online class to maximize student success and retention. It will focus on teaching strategies and practices that will meet federal and state regulations as well as accreditation requirements.

**Topics include:**

- Regular effective contact
- Student authentication
- Correspondence vs. online
- Copyright laws
- Accessibility requirements (Section 508)
- Instructional technology tools
- Student learning outcomes
- Effective online discussions and assessments

The course is aligned with the ECC Online Course Quality Checklist and will be delivered using Etudes.

**Pre-requisite:** Etudes Certification for Online Instruction (Etudes 101 – Introduction to Etudes)

**Skill Level:** Proficient with internet, Windows 7 or later, multiple web browsers, PDF documents, and Office 2010

# Excel – Level 1

**Tuesday, September 22 1:00–2:30 pm**

**Thursday, December 3 1:00–2:30 pm**

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

## Excel – Level 2

**Tuesday, September 29 1:00–2:30 pm**

**Thursday, December 10 1:00–2:30 pm**

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

## Excel Topics – Sparklines

**Thursday, September 24 10:30–11:30 am**

Sparklines are simple line graphs that help illustrate trends in your data. They're like mini-charts you can include in your spreadsheets. This training will go over a basic introduction to Sparklines.

## Intermediate Screencast-O-Matic

**Friday, October 16 1:30–3:00 pm**

Tired of Um's and Ah's in your screencast? Want to edit out the part where your phone rang? Wish you could splice videos together quickly and easily? You can, using the tools in the Pro version of Screencast-O-Matic! We'll go over the most frequently-used editing features of this versatile screencasting tool.

**Tools needed:** This course requires the Pro version of Screencast-O-Matic, which is \$15/year. Sign up for a Pro account beforehand at [www.screencast-o-matic.com](http://www.screencast-o-matic.com). The first course, Screencasting with Screencast-O-Matic, uses the free version.

## Intro to Computer Basics

**Wednesday, November 4 10:00–11:30 am**

Do taskbars leave you scratching your head? Do you think 'drag & drop' is the latest dance craze? Then this is the class for you! We'll go over topics such as the Start Menu, files and folders, Windows Explorer, cut/copy/paste, and finding files when you cannot for the life of you remember what you saved them as.

## Making Introduction Videos for Online Classes

**Friday, December 11 1:00–3:00 pm**

Have you ever taken an online course where the teacher welcomed you to the classroom via an introduction video? Videos can help create a warm and welcoming atmosphere for the online student. In this workshop, we'll learn the basics for creating and uploading a video to YouTube, along with adding captions to make it Section 508 compliant. Then we'll roll up our sleeves and start filming - bring your smart phone!

## OU Campus for New Users

**Wednesday, August 26 1:00–3:00 pm**

**Monday, September 28 10:00 am–12 noon**

**Wednesday, October 7 10:00 am–12 noon**

**Thursday, November 12 10:00 am–12 noon**

**Tuesday, December 1 10:00 am–12 noon**

This workshop is for NEW OU Campus users to maintain division/department web pages on the ECC or Compton Center website. 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.

## OU Campus/OU Educate – Open Lab

**Tuesday, October 20 10:00–11:30 am**

**Monday, November 16 1:00–2:30 pm**

**Tuesday, December 15 10:30 am–12 noon**

This workshop is for EXISTING OU Campus/OU Educate users who would like assistance updating their ECC or Compton Center division/department or faculty web pages. Please bring in any current materials and our trainer will assist you with your specific OU Campus/OU Educate tasks, questions, or problems.

**Note:** This is a help session, not a training class.

## OU Educate for Faculty Web Pages (Compton Center)

**Friday, September 18 10:00–11:30 am**

This OU Educate workshop is for faculty who wish to establish a web presence on the Compton Center website. During the training, participants will learn how to use OU Educate to create an instructor web page. Faculty will learn how to update their current web page, add images, insert links, and upload documents to their web page.

**Location:** Location TBD (Compton Center)

## OU Educate Open Lab (Compton Center)

**Friday, September 18 11:30 am–12:30 pm**

This workshop is for EXISTING OU Educate users who would like assistance updating their Compton Center faculty web pages. Please bring in any current materials and our trainer will assist you with your specific OU Educate tasks, questions, or problems. Note: This is a help session, not a training class.

**Location:** Location TBD (Compton Center)

## **Outlook – Level 1**

**Tuesday, November 3 10:00 am–12 noon**

Stumped by sorting messages? Confused by calendars? Perplexed by 'Reply All' protocol? Then this is the training for you! We'll go over basic Microsoft Outlook functions and email etiquette. At the end, we'll also learn about spam and spotting emails that are unsafe to open.

## **Outlook Topics – Meetings & Scheduling**

**Tuesday, November 10 10:30–11:30 am**

Tired of sending dozens of emails back & forth to schedule a meeting? With a few simple clicks, Microsoft Outlook can send invitations to attendees and tally their responses. It can even look at everyone's schedule and suggest meeting times when everyone is free. Come see what the Outlook scheduling feature can do for you!

## **PowerPoint – Level 1**

**Monday, October 5 1:30–3:00 pm**

Perfect for both presentations and class lectures, Microsoft PowerPoint can help you present your ideas to your audience. We'll go over selecting a theme, adding text and images, and creating seamless transitions.

## **Screen Recording with Screencast-O-Matic**

**Friday, October 9 1:30–3:00 pm**

Ever wish there was an easy way to record your computer screen while you demonstrated a task for your students? Well, there is – and it's free! Screencast-o-matic is a great way to create video tutorials, or even make a narrated presentation video from a PowerPoint or a Prezi.

## **Word – Level 1**

**Wednesday, September 2 10:00–11:30 am**

**Tuesday, November 17 1:00–2:30 pm**

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. 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 – Level 2**

**Wednesday, September 9 10:00–11:30 am**

**Tuesday, November 24 1:00–2:30 pm**

The next level of our Microsoft Word 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.)

## **Word Topics – Mail Merge**

**Wednesday, September 16 1:00–2:30 pm**

**Monday, October 26 1:00–2:30 pm**

Need to personalize a mass mailing with individual names and addresses? The Mail Merge feature in Microsoft Word lets you populate different fields in a document with information you have in a spreadsheet. It can help save you tons of time!

## **Word Topics – Tables for Design & Data**

**Friday, November 20 1:30–3:00 pm**

Are you using the tab key & the spacebar to create columns in your Microsoft Word documents? Does all heck break loose if someone changes the font or the letter sizing? Trying to arrange text and graphics to send in the body of an email? There's actually a much easier way to keep everything nice & straight in your documents: let's make some tables!