Fall 2021 Distance Education Professional Development Schedule

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

Monday, August 16, 2021

9:00 am to 10:00 am

- **Canvas Open Lab:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalize help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Openlab
- **Introduction to Canvas:** Learn the basics of navigating through Canvas, accessing your courses, and configuring your personal settings. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Canvas

10:00 am to 11:00 am

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- **Accessibility Open Lab:** Get your Accessibility questions relating to Word and PDF documents answered in a friendly lab environment. Log in with your specific questions and get personalized help. Use the following link, or access through the SAC Accessibility Training Workshop by clicking the ConferZoom link on the left side menu, then the "Join" button: Accessibility
- **Communication in Canvas:** Learn how to use the Canvas tools, including Discussions, Messages, and Grading Feedback to communicate with your students. Tips and tricks for effective communication.

11:00 am to 12:00 pm

- **Canvas Open Lab:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalize help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Openlab
- **Creating Content in Canvas:** Learn how to create content in a Canvas course; including how to edit and createa Canvas page, an announcement, and a discussion; how to embed images, web links, and YouTube videos using the Rich Content Editor; why SAC is using a course template, and what elements need to be present in a Canvas course. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Content

Monday, August 16, 2021 Cont

1:00 pm to 2:00 pm

- **Canvas Open Lab:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalize help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Openlab
- **Canvas Assignments & Gradebook:** Learn how to create assignments and grade columns in Canvas; as well as how to configure, manage and organize the gradebook; use assignment groups and set up weighted average grading; and how to grade student submissions; and how to download the Canvas gradebook at the end of thesemester. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Assignments&Gradebook

1:30 pm – 2:30 pm

- **Discussion Boards – Keeping it Interesting:** Regular Effective Contact is required for all "online" courses, including Remote Instruction. Discussion boards can be a fun and easy way to facilitate required student:student contact. Make it a discussion your students will want to "reply" to!
  ConferZoom link: DiscussionBoard

2:00 pm – 3:00 pm

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- **Quizzes:** Learn how to create quizzes and tests in Canvas; how to grade student submissions; view test analytics; and how to quickly and easily copy a test from one Canvas course to another. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Quizzes

3:00 pm to 4:00 pm

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- **Canvas Course Copy:** Learn how to copy course content from one Canvas course to another. Instructors will learn how to copy all or selected content, and quick copy method for Pages, Assignments, Quizzes, and Discussions. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Copy

Tuesday, August 17, 2021

9:00 am to 4:00 pm

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12:00 pm to 2:00 pm

- **Accessibility Open Lab:** Get your Accessibility questions relating to Word and PDF documents answered in a friendly lab environment. Log in with your specific questions and get personalized help. Use the following link, or access through the SAC Accessibility Training Workshop by clicking the ConferZoom link on the left side menu, then the "Join" button: Accessibility

2:00 pm to 3:00 pm

- **Captioning – Don't Pull Your Hair Out!:** Learn how to caption your instructional videos, and what options are available to you at SAC. Tips and tricks for easier captioning. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Captioning

Wednesday, August 18, 2021

8:00 am to 9:00 am
- **Canvas Accessibility – Making it Easy with our New Tool:** Learn how to make your Canvas course accessible using our new tool Popetech! Use the following link, or access through the SAC Accessibility Training Workshop by clicking the ConferZoom link on the left side menu, then the "Join" button: Accessibility

9:00 am to 10:00 am
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10:00 am to 11:00 am
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- **Canvas Groups:** Learn how to create Groups in Canvas, including self-enroll groups, which tools are available to students, and how to create Group Assignments. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Groups

11:00 am to 12:00 pm
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12:00 pm to 1:00 pm
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- **Effective Teaching Design – Reducing Cognitive Overload:** Methods you can use to reduce student cognitive overload! We will define, provide effective techniques and show examples!
ConferZoom link: Methods

1:00 pm to 2:00 pm
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2:00 pm to 3:00 pm

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- **SLO's (Outcomes) & Rubrics in Canvas:** Learn how to create Outcomes and Rubrics in Canvas. Learn how to add Outcomes to a Canvas rubric; about the Rubric options; how to grade using the rubric; and view the analytics and download the results in the Learning Mastery Gradebook. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Outcomes&Rubrics

3:00 pm to 4:00 pm

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- **Attendance in Canvas:** Learn how to use the Canvas Attendance tool to record attendance, including how to show the attendance to students, and how to download the attendance report at the end of the semester. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Attendance

Thursday, August 19, 2021

8:00 am to 9:00 am

- **Examining Proctorio and it's Alternatives:** Proctorio can be viewed as an invasion of privacy and stressful to the student. If you must use it, how do you make it less stressful? If you don't have to use it, what assessment alternatives do you have? Find out, as we discuss what might work best for YOUR class.
ConferZoom link: Proctorio

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- **Proctorio:** Learn how to use Proctorio, a virtual proctoring software, on your tests in Canvas. Instructors will learn how to enable Proctorio in Canvas; Proctorio best practices; how to set up Proctorio on a test and the Proctorio options; and how to view the Proctorio gradebook. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the ConferZoom link on the left side menu, then the "Join" button: Proctorio

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- **Screencast-O-Matic:** Learn how to download, install and create screen capture and instructional videos using Screencast-O-Matic; including how to upload the videos to a YouTube channel and add captions. **Email Joe Pacino or Brian Yoder to register for the training.** The Zoom link will be provided upon registration.

3:00 pm to 4:00 pm

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Friday, August 20, 2021

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Last Updated on 6/10/2021