# FALL 2023 DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT SCHEDULE

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

## MONDAY, AUGUST 14, 2023

### 9:00 am to 10:00 am

- **Canva for Design:** Learn how to design Canvas banner and course card. Use the following Zoom to join the workshop. https://us06web.zoom.us/j/84769694489

- **Canvas Course Pacing:** Learn how to manage due dates for Canvas. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/83679224090

### 10:00 am to 11:00 am

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/88150678233

- **Canvas Course Template:** Learn how to convert your course over to the new template. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/81285868349

### 11:00 am to 12:00 pm

- **PopeTech in Canvas:** Learn how to use PopeTech, an easy-to-use accessibility checker, in Canvas to help create accessible content. Use the following link, or access through the SAC Accessibility Training Workshop by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/87057707944

- **What's new in Canvas:** Learn some of the new features in Canvas. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button. https://us06web.zoom.us/j/89999008684

### 12:00 pm – 1:00 pm

- **Pronto:** Learn how to use Pronto in your Canvas course. Pronto is a "social media" like platform that provides synchronous chats, live stream video, audio, and image sharing. As only enrolled students can access the Pronto group, it is a safe and secure communication tool for your students. Sessions are offered by Pronto's Training Team. Register in advance for this meeting: https://pronto.zoom.us/meeting/register/tZUocOyprDopGdCZ8UWUa14mhv3VFxIdSxD. After registering, you will receive a confirmation email containing information about joining the meeting.

## 1:00 pm to 2:00 pm

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button. https://us06web.zoom.us/j/81894500941

## 2:00 pm – 3:00 pm

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button. https://us06web.zoom.us/j/81894500941

## 3:00 pm to 4:00 pm

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button. https://us06web.zoom.us/j/81894500941

## TUESDAY, AUGUST 15, 2023

## 9:00 am to 10:00 am

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button. https://us06web.zoom.us/j/85754120852

## 10:00 am to 11:00 am

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button. https://us06web.zoom.us/j/85754120852

## 11:00 am to 12:00 pm

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button. https://us06web.zoom.us/j/85754120852

## 1:00 pm to 2:00 pm

- **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 TechConnect Zoom link on the left side menu, then the "Join" button:  https://us06web.zoom.us/j/88305849209

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/84904099201

## 2:00 pm to 3:00 pm

- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/89034945289

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/84904099201

- **ScreenPal:** Learn how to download, install and create screen capture and instructional videos using ScreenPal; including how to upload the videos to a YouTube channel and add captions. Use the following link to join the workshop. https://us06web.zoom.us/j/82009588966

## 3:00 pm to 4:00 pm

- **Canvas 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/81454811748

# WEDNESDAY, AUGUST 16, 2023

## 9:00 am to 10:00 am

- **Rev Captioning Tool:** Learn how to caption your instructional videos, and what captioning options are available to you at SAC. Tips and tricks for easier captioning. Use the following link, or access through the SAC Accessibility Training Workshop by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/83115929000

- **Creating Content in Canvas:** Learn how to create content in a Canvas course; including how to edit and create a 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/85763796473

## 10:00 am to 11:00 am

- **SAC and the California Virtual Campus:** Santa Ana College has been a Home College on the CVC and became a Teaching College in the Fall of 2022. This presentation will provide information on the California Virtual Campus and how Santa Ana College Students and Faculty can benefit as a Teaching College. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/81940740755

- **Assignments & Gradebook in Canvas:** 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 the semester. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/87203009646

## 11:00 am to 12:00 pm

- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/89060753123

## 1:00 pm to 2:00 pm

- **Canva for Design:** Learn how to design Canvas banner and course card. Use the following Zoom to join the workshop. https://us06web.zoom.us/j/89833641170

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/85894648609

## 2:00 pm to 3:00 pm

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/86818777377

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/88647588533

## 3:00 pm to 4:00 pm

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/86818777377

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/87678025342

# THURSDAY, AUGUST 17, 2023

## 9:00 am to 10:00 am

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/86394370057

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/85743587730

- **Pronto:** Learn how to use Pronto in your Canvas course. Pronto is a "social media" like platform that provides synchronous chats, live stream video, audio, and image sharing. As only enrolled students can access the Pronto group, it is a safe and secure communication tool for your students. Sessions are offered by Pronto's Training Team. Register in advance for this meeting: https://pronto.zoom.us/meeting/register/tZcrfCoqTgoHtw6HMI1J5oMs0ZfTVjhqJBc. After registering, you will receive a confirmation email containing information about joining the meeting.

## 10:00 am to 11:00 am

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/86394370057

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82834207064

## 11:00 am to 12:00 pm

- **Accessibility Q&A:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/86394370057

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/87141811613

## 1:00 pm to 2:00 pm

- **NameCoach:** Namecoach allows students and faculty record how their name should be pronounced, identify personal gender pronouns. NameCoach can also be used to prevent bots in the course. Use the following link, or access through the SAC Accessibility Training Workshop by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/89437292876

## 2:00 pm to 3:00 pm

- **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. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/86322465160

- **ScreenPal:** Learn how to download, install and create screen capture and instructional videos using ScreenPal; including how to upload the videos to a YouTube channel and add captions. Use the following link to join the workshop. https://us06web.zoom.us/j/82009588966

3:00 pm to 4:00 pm

- **Intro 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: https://us06web.zoom.us/j/83361881035

## FRIDAY, AUGUST 18, 2023

9:00 am to 12:00 pm

- **Canvas Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas questions and get personalized help from our DE Services Specialists. Use the following link, or access through the SAC Canvas Faculty Training Workshop in Canvas by clicking the TechConnect Zoom link on the left side menu, then the "Join" button:  https://us06web.zoom.us/j/82144462248

## SAC Distance Education Fall 2023 Professional Development Schedule

| Time | Mon. 8/14 | Tues. 8/15 | Wed. 8/16 | Thurs. 8/17 | Fri. 8/18 |
|------|-----------|------------|-----------|-------------|-----------|
| 8 am - 9 am | | | | | |
| 9 am - 10 am | Canva for Design<br>Canvas Course Pacing | Canvas Q&A | Rev Captioning Tool<br>Creating Content in Canvas | Canvas Q&A<br>Accessibility Q&A<br>Pronto | Canvas Q&A |
| 10 am - 11 am | SAC Course Template<br>Accessibility Q&A | Canvas Q&A | SAC and the California Virtual Campus<br>Assignment & Gradebook | Canvas Q&A<br>Accessibility Q&A | Canvas Q&A |
| 11 am - 12 pm | What's new in Canvas<br>PopeTech in Canvas | Canvas Q&A | Canvas Course Copy | Canvas Q&A<br>Accessibility Q&A | Canvas Q&A |
| 12 pm - 1 pm | Pronto | | | | |
| 1 pm - 2 pm | Canvas Q&A | Canvas Course Copy<br>Accessibility Q&A | Canva for Design<br>Canvas Q&A | NameCoach | |
| 2 pm - 3 pm | Canvas Q&A | Proctorio<br>Accessibility Q&A | Accessibility Q&A<br>Canvas Q&A | Communication in Canvas | |
| 3 pm - 4 pm | Canvas Q&A | Canvas Quizzes | Accessibility Q&A<br>Canvas Q&A | Intro to Canvas | |
| 4 pm - 5 pm | | | | | |
| 5 pm - 6 pm | | | | | |