Spring 2021 Distance Education Professional Development Schedule

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

Monday, February 1, 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
- **Canvas Course Copy:** Learn how to copy course content from a 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

10:00 am to 11:00 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
- **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
- **Pronto:** Learn how to use Pronto in your courses. Pronto is a real-time communication tool that allows users to chat, video chat, message, share documents, and more. Pronto

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
- **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 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: Assignments&Gradebook

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](#)
- **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](#)

2:00 pm – 3:00 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](#)
- **Rubrics/Outcomes 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&Rubric](#)

3:00 pm to 4:00 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](#)
- **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](#)

Tuesday, February 2, 2021

9:00 am to 4:00 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

1:00 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

- **Pronto:** Learn how to use Pronto in your courses. Pronto is a real-time communication tool that allows users to chat, video chat, message, share documents, and more. Pronto

2:00 pm to 3:00 pm

- **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.

Wednesday, February 3, 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
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10:00 am to 11:00 am

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- **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

11:00 am to 12:00 pm

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12:00 pm to 1:00 pm

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1:00 pm to 2:00 pm

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2:00 pm to 3:00 pm

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3:00 pm to 4:00 pm

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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

Thursday, February 4, 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
- **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

10:00 am to 11:00 am

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- **Rubrics/Outcomes 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&Rubric

1:00 pm to 2:00 pm

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- **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

2:00 pm to 3:00 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
- **Communication in Canvas:** Learn how to communicate with your students using Announcements, Discussions, and the Inbox. 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: [Communication](#)

- **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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4:00 pm to 5:00 pm

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5:00 pm to 6:00 pm

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Friday, February 5, 2021

9:00 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](#)

	Mon. 2/1	Tues. 2/2	Wed. 2/3	Thurs. 2/4	Fri. 2/5
	SAC DE Spring 2021 Professional Development Schedule				
8:00 AM					
9:00 AM	Open Lab (J)	Open Lab (T)	Open Lab (J)	Open Lab (T)	Open Lab (T)
	Canvas Course Copy (T)		Proctorio (T)	Access. Open Lab (A)	
10:00 AM	Open Lab (J)	Open Lab (T)	Open Lab (J)	Open Lab (T)	Open Lab (T)
	Access. Open Lab (A)		Creating Content (T)	Quizzes (J)	
	Pronto				
11:00 AM	Open Lab (J)	Open Lab (T)	Open Lab (J)	Open Lab (T)	Open Lab (T)
	Gradebook (T)			Rubrics/Outcomes (J)	
12:00 PM			Access. Open Lab (A)		
1:00 PM	Open Lab (T)	Open Lab (J)	Open Lab (J)	Open Lab (J)	
	Quizzes (J)	Access. Open Lab (A)		Intro to Canvas (T)	
		Pronto			
2:00 PM	Open Lab (T)	Open Lab (J)	Open Lab (T)	Open Lab (J)	
	Rubrics/Outcomes (J)	Screencast (Joe)		Communication (T)	
				Screencast (Joe)	
3:00 PM	Open Lab (J)	Open Lab (J)	Open Lab (T)	Open Lab (J)	
	Proctorio (T)			Pronto	
				Creating Content (T)	
4:00 PM	ODP Roundup			Open Lab (J)	
				Gradebook (T)	
5:00 PM	ODP Roundup			Open Lab (J)	
				Canvas Course Copy (T)	