SPRING 2022 DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT SCHEDULE

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

MONDAY, JANUARY 31, 2022

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: https://rsccd.instructure.com/courses/266/external_tools/145.
- **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! Use the following link to join: https://cccconfer.zoom.us/j/91979569236

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: https://rsccd.instructure.com/courses/21461/external_tools/145.

10:35 am to 11:35 am

- **What is the CVC-OEI? How does the Quality Review Badge improve my course and enrollments?:** Get informed on the CVC-OEI , how it affects your enrollment, and how your courses appear. Learn about the Quality Reviewed Badge and how it can help your courses. Use the following link to join: https://cccconfer.zoom.us/j/95704985698

11:00 am to 12:00 pm

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11:40 am to 12:40 pm

- **What is FERPA and why should I care?:** Understand FERPA and how it affects you, student interactions and courses. Use the following link to join: https://cccconfer.zoom.us/j/92643556948

1:00 pm to 2:00 pm

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2:00 pm – 3:00 pm

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- **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 ConferZoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/266/external_tools/145.

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: https://rsccd.instructure.com/courses/266/external_tools/145.
- **NameCoach:** Learn how to correctly pronounce your student's names using NameCoach in Canvas. NameCoach is an easy-to-use tool that allows students, faculty, and administrators to record how their name should be pronounced, as well as hear how other's names should be pronounced. The voice recorded pronunciations will be available to faculty and students, in Canvas courses. 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://rsccd.instructure.com/courses/266/external_tools/145.

TUESDAY, FEBRUARY 1, 2022

8:00 am to 9:00 am

- **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: https://rsccd.instructure.com/courses/266/external_tools/145.

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: https://rsccd.instructure.com/courses/266/external_tools/145.

- **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: https://rsccd.instructure.com/courses/21461/external_tools/145.
- **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 ConferZoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/266/external_tools/145.
- **Captioning – Don't Pull Your Hair Out! (9:05 am start):** 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 Accessibility Training Workshop by clicking the ConferZoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/145.
- **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. **To register for the session, use the following link: https://pronto.zoom.us/webinar/register/WN_R4PanFitTLKcC0nwp3JDAQ**. Zoom link will be provided upon registration.

10:00 am to 11:00 am

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- **Creating Content in Canvas:** Learn how to created 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 ConferZoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/266/external_tools/145.
- **Canva – Easy and Free Design Tool:** Learn how to make quick Course Cards and Couse Banners with Canvas! Us the following link to join: https://cccconfer.zoom.us/j/98452465515

11:00 am to 12:00 pm

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- **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: https://rsccd.instructure.com/courses/266/external_tools/145.

12:20 pm to 1:20 pm

- **Effective Teaching Designs – Reducing Cognitive Overload**: Methods you can use to reduce student cognitive overload! We will define, provide effective techniques, and show examples! Use the following link to join: https://cccconfer.zoom.us/j/92628453127

1:00 pm to 2:00 pm

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2:00 pm to 3:00 pm

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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

- **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: https://rsccd.instructure.com/courses/266/external_tools/145.

WEDNESDAY, FEBRUARY 2, 2022

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: https://rsccd.instructure.com/courses/266/external_tools/145.

- **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 ConferZoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/266/external_tools/145.

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: https://rsccd.instructure.com/courses/266/external_tools/145.
- **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: https://rsccd.instructure.com/courses/266/external_tools/145.

11:00 am to 12:00 pm

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12:00 pm to 1:00 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: https://rsccd.instructure.com/courses/21461/external_tools/145.

1:00 pm to 2:00 pm

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1:15 pm to 2:15 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 Accessibility Training Workshop by clicking the ConferZoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/145.

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: https://rsccd.instructure.com/courses/266/external_tools/145.

3:00 pm to 4:00 pm

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THURSDAY, FEBRUARY 3, 2022

8:00 am to 9:00 am

- **Examining Proctorio and 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.
  Use the following link to join: https://cccconfer.zoom.us/j/99385422255

9:00 am to 10:00 am

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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: https://rsccd.instructure.com/courses/266/external_tools/145.
- **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. **To register for the session, use the following link: https://pronto.zoom.us/webinar/register/WN_R4PanFitTLKcC0nwp3JDAQ**. Zoom link will be provided upon registration.

10:00 am to 11:00 am

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11:00 am to 12:00 pm

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1:00 pm to 2:00 pm

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- **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: https://rsccd.instructure.com/courses/266/external_tools/145.

2:00 pm to 3:00 pm

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- **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: https://rsccd.instructure.com/courses/266/external_tools/145.

3:00 pm to 4:00 pm

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FRIDAY, FEBRUARY 4, 2022

9:00 am to 12:00 pm

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	Mon.1/31	Tues. 2/1	Wed. 2/2	Thurs. 2/3	Fri. 2/4
8 - 9 am		Intro to Canvas		Examining Proctorio & Alternatives	
9 - 10 am	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab	Accessibility Open Lab	Canvas Open Lab
	Discussion Boards: Keep it Interesting 10:35 am	Captioning: Don't pull your hair out (9:05 am start)	Canvas Quizzes	Canvas Open Lab	
		Communication in Canvas		Proctorio in Canvas	
		Pronto		Pronto	
10 - 11 am	Accessibility Open Lab	Canvas Open Lab	Canvas Course Copy	Accessibility Open Lab	Canvas Open Lab
	Canvas Open Lab	Creating Content in Canvas	Canvas Open Lab	Canvas Open Lab	
		Canva: Easy & Free Design Tool			
10:35 - 11:35 am	What is the CVC-OEI?				
11 am - 12 pm	Accessibility Open Lab	Canvas Assignments & Gradebook	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab
	Canvas Open Lab	Canvas Open Lab			
11:40 am - 12:40 pm	What is FERPA? Why should I care?				
12 - 1pm			Accessibility Open Lab		
1 - 2 pm	Canvas Open Lab	Accessibility Open Lab	Canvas Open Lab	Canvas Course Copy	
		Canvas Open Lab	Captioning: Don't pull your hair out (1:15 pm start)	Canvas Open Lab	
2 - 3 pm	Canvas Open Lab	Accessibility Open Lab	Canvas Open Lab	Canvas Assignments & Gradebook	
	Canvas Quizzes	Canvas Open Lab	Canvas: Rubrics & SLO's for Faculty	Canvas Open Lab	
		Canvas Quizzes		Screencast-O-Matic	
		Screencast-O-Matic			
3 - 4 pm	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab	
	NameCoach				