SPRING 2023 DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT SCHEDULE

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

Monday, January 30, 2023

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/83207466077.

9:00 am to 10:00 am

- **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/89402131865
- **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 access the workshop: https://us06web.zoom.us/j/83037386608.
- **Rev Captioning Tool:** 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/85001808664

10:00 am to 11:00 am

- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.
- **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/87423220420.

11:00 am to 12:00 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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.

Monday, January 30, 2023 Cont'

11:00 am to 12:00 pm Cont'

- **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/88233143625.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82584510626.
- **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/tZcqc--srjIsHNEAYzdGazDtbXXP75N59KqN. After registering, you will receive a confirmation email containing information about joining the meeting.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82584510626.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82584510626.

Tuesday, January 31, 2023

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82184504019.
- **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/83865783857.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82184504019.

Tuesday, January 31, 2023 Cont'

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82184504019.

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 TechConnect Zoom link on the left side menu, then the "Join" button https://us06web.zoom.us/j/83426781482.
- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/83426781482.
- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.
- **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 1, 2023

9:00 am to 10:00 am

- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82321449068
- **Canva – Easy and Free Design Tool:** Learn how to make quick Course Cards and Couse Banners with Canva! Click the following link to join: https://us06web.zoom.us/j/88941202117.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/89029807048

Wednesday, February 1, 2023 Cont'

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/89029807048
- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.
- **Transforming Your Current Course to OER & ZTC (Annie Knight):** Have you been wanting to learn more about Open Educational Resources (OER) and Zero Textbook Cost (ZTC) for your current courses in order to support textbook affordability and accessibility for your students? This workshop provides tips and guidelines to get you started, as well as get answers for any specific questions you may have regarding finding OER and ZTC materials relevant to your SLOs. (as well as how to) We will also discuss potential ways to embed these resources into your Canvas course shells. This workshop is facilitated by OER/ZTC Faculty Work Group Co-chair Annie Knight. Click the following link to join: https://us06web.zoom.us/j/4221852020

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/84554969332

2:00 pm to 3:00 pm

- **Canvas Quizzes:** Learn the basics of how to create, manage, and grade quizzes in Canvas! Instructors will learn about quiz options, add exceptions for students, and how to add a quiz in a module. 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/89836691110.

Thursday, February 2, 2023

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/87974539313.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/87974539313.

Thursday, February 2, 2023 Cont'

10:00 am to 11:00 am

- **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/tZ0ud-mrpzMuGNWPFQBzyuUvuOztpkiyRywR. After registering, you will receive a confirmation email containing information about joining the meeting.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/87974539313.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.
- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/84604052278.

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82035778372.
- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://rsccd.instructure.com/courses/21461/external_tools/83002.
- **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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/82035778372.

Friday, February 3, 2023

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 TechConnect Zoom link on the left side menu, then the "Join" button: https://us06web.zoom.us/j/83257465970.

SAC Distance Education Spring 2023 Professional Development Schedule

Time	Mon. Jan. 30	Tues. Jan. 31	Wed. Feb. 1	Thurs. Feb. 2	Fri. Feb. 3
8 am - 9 am	Intro to Canvas				
9 am - 10 am	Creating Content in Canvas	Canvas Open Lab	Canvas Course Copy	Canvas Open Lab	Canvas Open Lab
	OEI Information Session	PopeTech in Canvas	Canva for Design		
	Rev Captioning Tool				
10 am - 11 am	Assignment & Gradebook	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab
	Accessibility Open Lab			Pronto	
11 am - 12 pm	Communication in Canvas	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab
	Accessibility Open Lab		Accessibility Open Lab		
12 pm - 1 pm			Accessibility Open Lab		
			Using OER/ZTC		
1 pm - 2 pm	Canvas Open Lab	Canvas Open Lab	Canvas Open Lab	Canvas Course Copy	
	Pronto	Accessibility Open Lab		Accessibility Open Lab	
2 pm - 3 pm	Canvas Open Lab	Canvas Open Lab	Canvas Quizzes	Canvas Open Lab	
		Accessibility Open Lab		Accessibility Open Lab	
3 pm - 4 pm	Canvas Open Lab			Canvas Open Lab	
4 pm - 5 pm					
5 pm - 6 pm	ODP Roundup				