

# SPRING 2024 DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT SCHEDULE



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

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## Monday, February 5, 2024

8:00 am to 9:00 am

- **Canva for Design:** Learn how to design Canvas banner and course card. Use the following Zoom to join the workshop. <https://rscdd-edu.zoom.us/j/88533199989>

9:00 am to 10:00 am

- **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://rscdd-edu.zoom.us/j/88454763272>

10:00 am to 11:00 am

- **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://rscdd-edu.zoom.us/j/86815550953>

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://rscdd-edu.zoom.us/j/86383498837>

1:00 pm to 2:00 pm

- **Canvas & Accessibility Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas and Accessibility 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://rscdd-edu.zoom.us/j/89358281870>

2:00 pm – 3:00 pm

- **Canvas & Accessibility Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas and Accessibility 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://rscdd-edu.zoom.us/j/81793023807>

3:00 pm to 4:00 pm

- **Canvas & Accessibility Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas and Accessibility 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://rscdd-edu.zoom.us/j/82025858502>

## Tuesday, February 6, 2024

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

- **Canvas & Accessibility Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas and Accessibility 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://rscdd-edu.zoom.us/j/88067418124>

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

- **Canvas & Accessibility Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas and Accessibility 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://rscdd-edu.zoom.us/j/81660918432>

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

- **Canvas & Accessibility Q&A:** Get Canvas help in a friendly lab environment. Log in with your specific Canvas and Accessibility 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://rscdd-edu.zoom.us/j/81619005032>

### 1:00 pm to 2:00 pm

- **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://rscdd-edu.zoom.us/j/87955152238>
- **Canva for Design:** Learn how to design Canvas banner and course card. Use the following Zoom to join the workshop. <https://rscdd-edu.zoom.us/j/88997734907>

### 2:00 pm to 3:00 pm

- **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://rscdd-edu.zoom.us/j/82839153204>

### 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 copy a test quickly and easily 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://rscdd-edu.zoom.us/j/82066420298>

## Wednesday, February 7, 2024

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

- **Attendance in Canvas:** Learn how to take daily Attendance in Canvas. 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://rscdd-edu.zoom.us/j/89902233861>
- **Articulate 360:** Learn how to use Articulate 360 to create responsive lessons within your Canvas course. Use the following Zoom link to join the workshop. <https://rscdd-edu.zoom.us/j/89931442406>

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

- **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://rscdd-edu.zoom.us/j/85375142663>

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

- **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://rscdd-edu.zoom.us/j/87121065720>

### 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://rscdd-edu.zoom.us/j/89227211730>

### 2:00 pm to 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://rscdd-edu.zoom.us/j/88295361056>

### 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://rscdd-edu.zoom.us/j/86075545254>

## Thursday, February 8, 2024

### 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://rscdd-edu.zoom.us/j/83523483902>

### 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://rscdd-edu.zoom.us/j/87823280894>

### 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://rscdd-edu.zoom.us/j/81152354482>

### 1:00 pm to 2:00 pm

- **NameCoach:** NameCoach allows students and faculty to record their name should be pronounced, identify personal gender pronounce. 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://rscdd-edu.zoom.us/j/82853444122>
- **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://rscdd-edu.zoom.us/my/sacmultimedia?omn=89033463914>

### 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://rscdd-edu.zoom.us/j/83565222806>

### 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 copy a test quickly and easily 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://rscdd-edu.zoom.us/j/82915043049>

## Friday, February 9, 2024

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://rscdd-edu.zoom.us/j/85027128352>

## SAC Distance Education Spring 2024 Professional Development Schedule

Time	Mon. 2/5	Tues. 2/6	Wed. 2/7	Thurs. 2/8	Fri. 2/9
8 am - 9 am	Canva for Design				
9 am - 10 am	SAC Course Template	Canvas & Accessibility Q&A	Attendance in Canvas Articulate 360	Canvas Q&A	Canvas Q&A
10 am - 11 am	Intro to Canvas	Canvas & Accessibility Q&A	Assignment & Gradebook	Canvas Q&A	Canvas Q&A
11 am - 12 pm	PopeTech in Canvas	Canvas & Accessibility Q&A	Canvas Course Copy	Canvas Q&A	Canvas Q&A
12 pm - 1 pm					
1 pm - 2 pm	Canvas & Accessibility Q&A	Rev Captioning Tool Canva for Design	Canvas Q&A	NameCoach ScreenPal	
2 pm - 3 pm	Canvas & Accessibility Q&A	Creating Content in Canvas	Canvas Q&A	Communication in Canvas	
3 pm - 4 pm	Canvas & Accessibility Q&A	Canvas Quizzes	Canvas Q&A	Canvas Quizzes	