2019 Spring Professional Development Week Workshop
Schedules at a Glance (More Canvas Trainings page 2)
February 4 to 8, 2019

Time	Monday		Tuesday		Wed.	Thu.	Fri.
8:00 AM	Undocumented Student Ally Training (AB 540) SAC I-102	NEW! SLO's for Admins SAC A-213		Dual Enrollment Training SAC I-101	ACADEMIC SENATE (SAC A-210) — DEPARTMENT MEETINGS	DEPARTMENT MEETINGS	CONVOCATION SAC Phillips Hall — BREAKOUT SESSIONS
9:00 AM		Compliance, Accessibility, and ADA Training SAC A-224	5 Top things to Do to be Cyber Safe at SAC SAC I-102	15 MIN BREAK — Safety & Security for Building A SAC A-128			15 MIN
10:00 AM			15 MIN BREAK — Effective Communication SAC I-209	15 MIN BREAK — Connect Students to SAC SAC I-101			
11:00 AM		Writing Effective Student Outcomes (SLOs) SAC A-205 Time Change to 1:00 to 2:30 pm		15 MIN BREAK — Showcase of OER/ZTC Offerings at SAC SAC A-210			
12:00 PM							
1:00 PM		How to Engage Students Using Canvas SAC A-203	30 MIN BREAK	30 MIN BREAK			
	15 MIN BREAK	15 MIN BREAK					
2:00 PM	Suicide Prevention SAC I-102	What All College Employees Need to Know about Financial Aid SAC I-101	EEO Training SAC A-130 Also available at SCC from 8:30 to 11:30 am SCC H-106	Quick Tech Teaching Tips & Poll Everywhere SAC A-203			
3:00 PM		15 MIN BREAK — Supporting and Accommodating Students with Disabilities SAC I-103		New Approaches to Teaching STEM in the Internet Age SAC I-101			
	30 MIN BREAK						
4:00 PM	Safety & Security for Building D SAC D-102	15 MIN BREAK — Assessing Your Student Learning Outcomes (SLOs) SAC A-203					
5:00 PM		15 MIN BREAK — New Adjunct Orientation SAC A-205	Successfully Promoting Your Program SAC D-102	CWE (Cooperative Work Experience) Title V Workshop SAC A-104		Guided Pathways Forum SAC D-105	
6:00 PM			Safety & Security for Building R SAC R-114				

Register at sac.edu/PDRegistration or
Faculty Register in the Santa Ana College Professional Development Tracking System

2019 Spring Professional Development Week
Canvas Schedule at a Glance
February 4 to 8, 2019

Time	Monday		Tuesday		Wednesday		Thursday	
8:00 AM - 9:00 AM	NEW! SLO's for Admins (Tammy) A-213		NEW! Zoom (T) Web Conference Self-Enroll		Intro to Canvas (Jimmy) A-213		NEW! Proctorio (Tammy) A-101	
9:00 AM - 10:00 AM	NEW! Rubrics (Tammy) A-213	Canvas Open Lab (Jimmy) A-101	Attendance (Tammy) A-213		Communication (Tammy) A-213		NEW! Quiz Basics (Tammy) A-213	Canvas Open Lab (Jimmy) A-215
10:00 AM - 11:00 AM	NEW! SLO's for Faculty (Jimmy) A-213		Course Copy (Tammy) A-213		SAC Template (Jimmy) A-213	Canvas Open Lab (Tammy) A-101	NEW! Quest Banks (Tammy) A-213	Canvas Open Lab (Jimmy) A-215
11:00 AM - 12:00 PM	NEW! Groups (Tammy) Self-Enroll A-213	Basic Screencast (Joe) 11-1230 A-215	Canvas Open Lab (Jimmy) A-101		Gradebook (Jimmy) A-213	Canvas Open Lab (Tammy) A-101	Course Copy (Tammy) A-213	NEW! Screencast-O-Matic (Jimmy) A-215
12:00 PM - 1:00 PM	Communication in Canvas (Jimmy) A-213							
1:00 PM - 2:00 PM	Intro to Canvas (Jimmy) A-213	Canvas Open Lab (Tammy) A-101	SAC Template (Tammy) A-213	Canvas Open Lab (Jimmy) A-101	NEW! Quiz Basics (Tammy) A-213	Canvas Open Lab (Jimmy) A-101	Attendance (Tammy) A-213	
2:00 PM - 3:00 PM	SAC Template (Jimmy) A-213		Gradebook (Jimmy) A-213	Basic Screencast (Joe) A-215	NEW! Quest Banks (Tammy) A-213	Canvas Open Lab (Jimmy) A-101	Intro to Canvas (Jimmy) A-213	
3:00 PM - 4:00 PM	Gradebook (Tammy) A-213		NEW! Rubrics (Jimmy) A-213	NEW! Proctorio (T) A-101	NEW! Screencast-O-Matic (Jimmy) A-101		Communication (Jimmy) A-213	
4:00 PM - 5:00 PM	ODP Roundup						SAC Template (Tammy) A-213	Canvas Open Lab (Jimmy) A-215
5:00 PM - 6:00 PM							Gradebook (Jimmy) A-213	Canvas Open Lab (Tammy) A-215

Faculty Register in the
Santa Ana College Professional Development Tracking System in WebAdvisor

5 Top Things to Do to be CyberSafe at SAC   **Survey Code: 1000**

Presenter: RSCCD's Information Security Specialist Ruben Hernandez
Theme: Health, Wellness and Safety

Learn the latest about online behaviors that will keep you and your data safe at SAC and on your online devices. Includes RSCCD cyber security updates.

Assessing Your Student Learning Outcomes (SLOs)   **Survey Code: 1050**

Presenter: Jarek Janio
Theme: Outcomes & Assessment

Bring your course SLOs to this workshop and learn about and discuss effective ways to measure learning outcomes for your students. The workshop is designed for anyone interested in assessment tools to improve teaching practice.

Attendance in Canvas   **Survey Code: 1050**

Presenter: Distance Ed

Learn how to set up and manage attendance using Canvas! Users will learn how to configure the attendance tool, take attendance, and run attendance reports.

Canvas Course Copy   **Survey Code: 1100**

Presenter: Distance Ed

Learn how to bulk delete course content; copy course content from an existing Canvas course to another Canvas course; use the date management system; and use the Canvas Commons to upload and integrate any changes to the SAC Canvas Course Template!

Register at SAC.edu/PDRegistration & **Faculty** registers in the **Santa Ana College Professional Development Tracking System**

Canvas Gradebook   **Survey Code: 1125**
Presenter: Distance Ed

Learn how to add grade columns by creating assignments, organize and weight assignments using assignment groups, how to configure and organize the gradebook! Learn how to manually enter grades into the Gradebook in Canvas, add comments or feedback for students, set a default grade for an assignment, download the Gradebook into Excel, access and view student grading reports, and how to message students directly from the Gradebook!

What you will need to bring to this workshop:
A copy of the course syllabus and/or an assignment list of all assignments (including assignments, tests, quizzes, projects, papers, etc.) for the course.

Canvas Open Lab   **Survey Code: 1150**
Presenter: Distance Ed

Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions

Communication in Canvas: **Survey Code: 1175**
Presenter: Distance Ed

Learn how to communicate with students using the Announcement, Discussion, and Message tools in Canvas, including how to create, edit and participate using these tools in a Canvas course!

Compliance, Accessibility, and ADA Training   **Survey Code: 1200**
Presenter: Veronica Oforlea and Angela Tran Nguyen
Theme: Student Success & Equity

Hands on training in accessibility and compliance practices.

Register at SAC.edu/PDRegistration & **Faculty** registers in the **Santa Ana College Professional Development Tracking System**

Connect Students to SAC   **Survey Code: 1225**

Presenter: Maria Camarena, Monique Moreno, Annette Bui, Nicole Moya
Theme: Student Resources

Come and learn about wrap around resources available to SAC students: the new S4S Resource Desk and S4S Help Desks—Counseling Support across Campus—Get involved & Have Fun at SAC with Student Life.

Convocation   **Survey Code: 1250**

Presenter: Dr. Rose

CWE (Cooperative Work Experience) Tilte V Workshop   **Survey Code: 1275**

Presenter: Margaret Manzano
Theme: Best Instructional Practices

Title V training for new and returning faculty teaching CWE classes in the Spring. In order for students to complete an unpaid/paid internship, they need to/should be registered in a CWE class. This orientation will cover the best practices to prepare work experience students to successfully complete the documentation required by Title V and for our current grants. It will also cover updated practices for retention of the documentation required by Title V and for our current grants.

Dual Enrollment Training   **Survey Code: 1300**

Presenter: Basti Lopez
Theme: Student Success & Equity

By attending this workshop you will learn about how Dual Enrollment works. You will also learn about the different student populations that SAC serves through Dual Enrollment.

Register at SAC.edu/PDRegistration & **Faculty** registers in the **Santa Ana College Professional Development Tracking System**

EEO Training   Survey Code: 1325

Presenter: Laura Schulkind

This training will be conducted by Laura Schulkind, from Liebert Cassidy Whitmore. These training sessions will be focusing on current anti-discrimination legislation, disregarding /understanding personal bias, Title V compliance and best practice.

NOTE:

- Must attend the entire session (3 hours) to receive credit for attendance and be added to the EEO list (no late arrivals or leaving before the session is over). Attendance will be taken.

*- Each class session will be on a first come, first serve basis. **RSVP to Mirela Dorin, by email only, at** dorin_mirela@rsccd.edu, as soon as possible if you are interested in attending. Employees can attend at either location.*

- The hours may be used for professional development.

Classified staff should coordinate with their managers to allow for release time to attend BEFORE replying and reserving a seat; it is not required to use vacation to attend the training, unless the hours will be used towards Professional Growth.

Please take the opportunity for this important training.

Effective Communication   Survey Code: 1350

Presenter: Dennis Gilmour & Rocio Gonzalez-Santillan
Theme: Best Instructional Practices

This workshop is intended for faculty but is open to managers and classified staff. The principles of effective communication in the classroom can be applied to work settings and personal relationships. Strategies to repair breakdowns in communication will be addressed in the context of the willingness to become self- responsible.   Workshop facilitator Dennis Gilmour has over 30 years of experience as a classroom instructor assisting students in discovering their full potential.

Guided Pathways Forum   Survey Code: 1975

Presenter: Various Presenters

Come learn about where SAC is in planning for an implementing Guided Pathways. Bring your questions and any feedback you may have to help us make Guided Pathways a success at SAC.

Register at SAC.edu/PDRegistration & **Faculty** registers in the **Santa Ana College Professional Development Tracking System**

How to Engage Students Using Canvas   Survey Code: 1375
Presenter: Reyna Cummings and Cara Pierce
Theme: Best Instructional Practices

This workshop will discuss best practices related to creating groups on Canvas, Discussion Boards, Quizzes, and Announcements.

Introduction to Canvas: Survey Code: 1400
Presenter: Distance Ed

Learn how to access, log on, and navigate through Canvas; available Canvas help, support, and training; and configure your Canvas settings and preferences!

What you will need to bring to this workshop:
Flash drive containing a profile picture in JPEG or GIF format (150 x 150 pixels)

New Adjunct Orientation   Survey Code: 1425
Theme: Best Instructional Practices

Welcome to SAC! Learn tips for a smooth and successful 1st week & 1st semester. Includes campus forms, add/drop procedures, syllabus design and activities to engage and motivate students.

New Approaches to Teaching STEM in the Internet Age   Survey Code: 1450
Presenter: William Nguyen
Theme: Best Instructional Practices

The talk consists of 2 parts: first, what's different teaching STEM now in the Internet Age compared to before and second, new teaching strategies to deal with the new reality .

New! Creating Question Banks & Question Groups for Quizzes in Canvas: Survey Code: 1475
Presenter: Distance Ed

Learn how to create Question Banks in Canvas, and use those Question Banks to create random blocks of questions in a Quiz.

Register at SAC.edu/PDRegistration & **Faculty** registers in the **Santa Ana College Professional Development Tracking System**

New! Group Work in Canvas: **Survey Code: 1500**

Presenter: Distance Ed

Learn how to create and manage student peer groups in Canvas, what tools are available to students, and how to assign assignment and assessments to a specific group.

New! Quiz Basics in Canvas: **Survey Code: 1525**

Presenter: Distance Ed

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.

New! Rubrics: **Survey Code: 1550**

Presenter: Distance Ed

Learn how to access, create, find, and manage rubrics in a Canvas course! Instructors will learn how to add a rubric to an assignment, discussion, and quiz; and how to grade using a rubric.

New! SLO's for Admins: **Survey Code: 1575**

Presenter: Distance Ed

This workshop is intended for Division Deans & Department Chairs. Learn how to access your division or department as a Canvas Administrator; create, organize, and manage Student Learning Outcomes for your division or department; access, configure and run reports on Outcomes, and view analytics at a division, department, course, and student level.
*Attendees **MUST pre-register for this workshop by contacting the Distance Education Department at** DistEd@sac.edu. Users will need to have a Canvas Administrator Account created for them prior to attending.*
What you will need to bring to this workshop:
A copy of the SLO's for your division or department by course.

Register at SAC.edu/PDRegistration & **Faculty** registers in the **Santa Ana College Professional Development Tracking System**

New! SLO's for Faculty: **Survey Code: 1600**

Presenter: Distance Ed

*Learn how to access your course (including division or department)
Student Learning Outcomes (SLO's) in Canvas; create, organize, and
manage Student Learning Outcomes at the course level; attach
Outcomes to content, assessments and rubrics; access and view analytics
at the course and student level.*

New! Use Screencast-O-Matic to Create Videos: **Survey Code: 1625**

Presenter: Distance Ed

*Learn how to create instructional videos using Screencast-O-Matic,
including how to upload to YouTube and create captions.*

New! Zoom Web Conferences: **Survey Code: 1450**

Presenter: Distance Ed

*Learn how to
Attendees MUST pre-register for this workshop by self-registering for
the Zoom Workshop Canvas Course. **Use the following link to self-
register for the workshop:**
https://rsccd.instructure.com/enroll/B4KTNT
Equipment Required:
Computer (Computer, Laptop), Web Cam, Headset with Microphone
Attendees will need to log onto Canvas and access the course at 8:00
am on Tuesday 2/5/19. Once in the course, click on the link to access
the web conference.*

Proctorio (Online Proctoring) in Canvas: **Survey Code: 1675**

Presenter: Distance Ed

*Learn how to use Proctorio (Secure Remote Proctoring) for your online
and hybrid course exams. Instructors will learn how to install the
Proctorio Chrome extension, enable Proctorio in a Canvas course, add
Proctorio to a test, and about the various exam settings available.*

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2019 SPRING PROFESSIONAL DEVELOPMENT WEEK WORKSHOPS

Quick Tech Teaching Tips & Poll Everywhere   Survey Code: 1700
Presenter: Trudy J Naman
Theme: Best Instructional Practices

Attend the first half hour of this workshop to learn about some cool and easy to implement tech tools for any classroom. Participants. who wish to take a deeper dive will also experience a hands-on opportunity to create educational materials using the Poll Everywhere application.

SAC Template & Adding Content in Canvas: Survey Code: 1725
Presenter: Distance Ed

Familiarize yourself with the SAC Canvas Course Template, learn why SAC is using a template, and how to use it! Learn how to add and edit a page, the Canvas Syllabus, and upload course files.

What you will need to bring to this workshop:
Flash drive containing a PDF copy of your course syllabus and an instructor picture in JPEG, PNG or GIF format (150 x150 pixels) for the Canvas Syllabus.

Safety & Security Training for Building   Survey Code: 1750
Presenter: Lieutenant Scott Baker & Safety Officers

Safety & Security Workshops at SAC topics: Security Awareness/Being Prepared, Safety Tips for the A/D/R/Nealley Library building, Security Services, and Q&A.

Showcase of OER/ZTC Offerings at SAC   Survey Code: 1775
Presenter: Claire Coyne
Theme: Student Success & Equity

Learn more about Open Educational Resources (OER) and Zero Textbook Cost (ZTC) course materials from faculty across the disciplines who utilize these resources. Over 180 OER/ZTC courses were offered during Fall 2018 semester -- join us in finding out how you can help students reduce their college expenses.

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February 4 to 8, 2019

Successfully Promoting Your Program   **Survey Code: 1800**
Presenter: Mary Law, Dean Hopkins, & Melissa Utsuki

Learn about best-practices in marketing and how to effectively gain exposure for your classes and programs. You'll also learn about low-cost and complimentary resources that are available to you through RSCCD Public Affairs, Publications and Graphic Communications.

Suicide Prevention   **Survey Code: 1825**
Presenter: Rick Mogil, Program Director Suicide Bereavement
Services, Didi Hirsch Mental Health Services
Theme: Health, Wellness and Safety

Training provides an overview of suicide prevention. Participants learn about the nature of suicide, suicide related statistics, suicide risk factors, and warning signs.

Supporting and Accommodating Students with Disabilities   **Survey Code: 1850**
Presenter: Louise Janus and Mark Turner
Theme: Student Success & Equity

Find out what Disabled Students Program and Services (DSPS) is all about! Learn how to refer students to DSPS and what services, accommodations and technology are available. Explore challenges and learn about best practices related to assisting students with disabilities to be successful.

Undocumented Student Ally Training   **Survey Code: 1875**
Presenter: Javier Garcia, Maribel Pineda, and Kim Smith
Theme: Student Success & Equity

The goal of training is to create a welcoming and supportive campus environment for undocumented immigrants thus assisting with their integration into campus life. Increase faculty and staff knowledge and effectiveness about the needs, concern, and issues of undocumented immigrant students and their families. (AB 540)

RSVP at https://goo.gl/forms/pF8bQSqhu8iDBmX92.

Register at SAC.edu/PDRegistration & **Faculty** registers in the **Santa Ana College Professional Development Tracking System**

Use-Screencast-O-Matic to Create Videos   **Survey Code: 1900**

Presenter: Joe Pacino

Theme: Best Instructional Practices

Learn how to create instructional videos using Screencast-O-Matic, including how to upload to YouTube and create captions.

What All College Employees Need to Know about Financial   **Survey Code: 1925**
Aid

Presenter: Robert Manson

Theme: Outcomes & Assessment

- Financial Aid and the new state funding formula

- Where does Financial Aid come from

- Who gets Financial Aid

- How students can apply for Financial Aid

- Other ways SAC helps students in need

Writing Effective Student Learning Outcomes (SLOs)   **Survey Code: 1950**

Presenter: Jarek Janio

Theme: Outcomes & Assessment

Do your course SLOs accurately reflect/capture the competencies you expect your students to attain in your course? Are they too narrow? Too broad? Can they be measured? Bring your course SLOs to this workshop and learn how to make them more effective.

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