SPRING 2025 DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT SCHEDULE

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

Monday, February 3, 2025

9:00am to 12:00pm

- **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. Access through the SAC Distance Ed Handbook & Faculty Resources in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

1:00pm to 2:00pm

- **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. Access through the SAC Distance Ed Handbook & Faculty Resources in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

2:00pm to 2:30pm

- **Canva for Design:** Learn how to design Canvas banner and course card. Access through the SAC Distance Ed Handbook & Faculty Resources in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

2:00pm to 3:00pm

- **PopeTech in Canvas:** Learn how to use PopeTech, an easy-to-use accessibility checker, in Canvas to help create accessible content. Access through the SAC Distance Ed Handbook & Faculty Resources in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

3:00pm to 3:30pm

- **Canvas Course Template & Copy Content:** Learn how to convert your course over to the new template and how to copy course content from 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. Access through the SAC Distance Ed Handbook & Faculty Resources in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

Tuesday, February 4, 2025

9:00am to 9:30am

- **Canvas Course Template & Copy Content:** Learn how to convert your course over to the new template and how to copy course content from 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. Access through the SAC Distance Ed Handbook & Faculty Resources in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

10:00am to 11:00am

- **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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

11:00am to 11:30am

- **Intro to Canvas:** Learn the basics of navigating through Canvas, accessing your courses, and configuring your personal settings. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

1:00pm to 4:00pm

- **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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

Wednesday, February 5, 2025

9:00am to 9:30am

- **Attendance in Canvas:** Learn how to take daily Attendance in Canvas. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

10:00am to 10:30am

- **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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

11:00am to 11:30am

- **Intro to Canvas:** Learn the basics of navigating through Canvas, accessing your courses, and configuring your personal settings. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

1:00pm to 4:00pm

- **Canvas 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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

Thursday, February 6, 2025

9:00am to 12:00pm

- **Canvas 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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

9:30am – 10:00am

- **Canva for Design:** Learn how to design Canvas banner and course card. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.

Friday, February 7, 2025

9:00am to 12:00pm

- **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. Access through the [SAC Distance Ed Handbook & Faculty Resources](#) in Canvas by clicking the TechConnect Zoom link on the left side menu, locate the event, and then select the "Join" button.