SPRING 2026 DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT SCHEDULE

Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6728, DistanceEd@sac.edu

Monday, February 2, 2026

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.

10:00am to 11:00am

- **Respondus Monitor & LockDown Browser:** This comprehensive training webinar is intended for instructors who plan to use LockDown Browser and/or Respondus Monitor with online exams. The training will cover: - How to use LockDown Browser to prevent digital cheating in proctored testing environments - How to use Respondus Monitor in non-proctored environments, to protect exam integrity and confirm student identity - Advanced settings including combining proctored & non-proctored settings and using external tools in quizzes without compromising exam integrity - Efficient review of the assessment data collected, including the Review Priority system, timeline, and milestone features - Best practices and tips for success with both applications - Questions & answers. Please see the agenda, pre-register, or join at: https://attendee.gotowebinar.com/register/310595993671570520

10:00am to 11:00am

- **Stop Waiting on Emails: Pronto Messaging Actually Reaches Students and Get Your Message Seen:** Tired of important messages getting buried in student inboxes? Join us for this beginner-friendly session to learn how Pronto helps you reach students where they actually are—on their phones. Discover how real-time messaging, mobile notifications, and read receipts ensure your communication gets delivered and seen. We'll walk through the essentials of using Pronto to boost engagement, streamline communication, and meet RSI requirements with ease. Whether you're looking to improve response rates, reduce inbox fatigue, or make sure critical updates don't go unnoticed, this session will give you practical strategies you can start using immediately. Perfect for any instructor who wants faster communication, more connected students, and a modern approach that goes beyond email. Click on the link to register for this session https://pronto.zoom.us/meeting/register/EZztbd3gT2uDgImj0XzNgQ

11:00am to 12:00pm

- **Articulate Storyline:** Learn about the process for collaborating with the DE Department to use Articulate Storyline in your course to create interactive lessons. 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 3, 2026

9:00am to 10:00am

- **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.

10:00am to 11:00am

- **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 12:00pm

- **Assignments & Gradebook and Attendance 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; how to grade student submissions; and how to download the Canvas gradebook at the end of the semester and 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.

1:30pm to 2:30pm

- **Quality Review & You:** Strategies for Applying the CVC-OEI Rubric. This is the first of 5 sessions that will take place over the course of the semester. We will be reviewing each of the sections of the CVC-OEI Rubric and the Peralta Equity Rubric in detail, with a monthly self-evaluation and group discussion. This first session will cover what participation entails and how to register for the ongoing workshop. 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 4, 2026

9:00am to 10:00am

- **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

- **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.

10:30am to 11:30am

- **Strategies for Using Canvas in Face-to-Face Courses:** Learn how to incorporate Canvas in an on-campus 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 12:00pm

- **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.

1:30pm to 2:00pm

- **Student Resources in Canvas:** An overview of the different resources that are available to students through Canvas and how to find them. 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.

2:30pm to 3:00pm

- **SAC DE Handbook & Faculty Resources Course:** An overview of the different resources available to you from the DE department. 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 5, 2026

9:00am to 12:00pm

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12:00pm to 1:00pm

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2:00 pm to 3:00 pm

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Friday, February 6, 2026

9:00am to 12:00pm

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