

# SAC SPRING 2021 PROFESSIONAL DEVELOPMENT WEEK SCHEDULE AT A GLANCE

## Monday, February 1

9:00 am - 10:00 am	HOW COURSE DESCRIPTIONS CAN HELP YOU MARKET YOUR COURSES with MADELINE GRANT & KRISTEN ROBINSON
9:00 am - 12:00 pm	NEW FACULTY INSTITUTE: UTILIZING SANTA ANA COLLEGE DATA TO CREATE EQUITY-MINDED INITIATIVES with MARIA AGUILAR-BELTRAN, STEPHANIE CLARK & JANICE LOVE
11:00 am - 7:30 pm	SACDAYS: WORKSHOPS with SAC Faculty
1:00 pm - 2:00 pm	DISCUSSION BOARDS - KEEPING IT INTERESTING with Cherylee Kushida
3:00 pm - 4:00 pm	SUCCESSFULLY PROMOTE YOUR PROGRAM WITH DISTRICT GRAPHIC DESIGNS AND COMMUNICATIONS with Ruth Cossio-Muniz, Mary Law, & Dean Hopkins
4:00 pm - 5:00 pm	SLOS - STEP ONE: UNLOCKING THE MYSTERIES OF SLOS with Jarek Janio

## Tuesday, February 2

8:15 am - 10:15 am	<b>CONVOCATION</b> with Dr. Marilyn Flores & Tim Wise (Virtual doors will open at 8:00 am)
10:30 am - 11:30 am	CONVOCATION BREAKOUT SESSIONS with SAC Facilitators
12:30 pm - 1:30 pm	WELL-BEING & BEST PRACTICES FOR SELF CARE with Kelly Spillman
1:00 pm - 4:00 pm	EEO TRAINING with Jennifer Denny from Liebert, Cassidy, & Whitmore
1:45 pm - 2:45 pm	EXPAND YOUR COURSE OFFERINGS THROUGH DUAL ENROLLMENT with Dr. Fernando Ortiz & Basti Lopez
3:00 pm - 4:00 pm	GETTING STARTED WITH OER/ZTC: TIPS AND RESOURCES FOR FREE MATERIALS with Annie Knight & Jodi Coffman
4:00 pm - 5:00 pm	SLOS - STEP TWO: HOW TO WRITE SLOS WITH COMPETENCY ATTAINMENT AT THE FOREFRONT with Jarek Janio

## Wednesday, February 3

8:00 am - 9:00 am	EXAMINING PROCTORIO AND ITS ALTERNATIVES with Cherylee Kushida
9:00 am - 12:00 pm	ACADEMIC SENATE RETREAT with Roy Shahbazian
9:00 am - 10:00 am	EEO TRAINING with Jennifer Denny from Liebert, Cassidy, & Whitmore
12:30 pm - 1:30 pm	MASTERING ZOOM FOR EFFECTIVE STUDENT LEARNING AND ENGAGING WORKSPACES with Jennifer Hoeger
1:30 pm - 2:30 pm	PROJECT GATEWAY: SUPPORTING STUDENT SUCCESS THROUGH CULTURALLY RESPONSIVE TEACHING with Marty Romero & Dr. Julie Mendoza (Golden Gate Scholars)
2:00 pm - 3:00 pm	LEVELING UP STUDENT SUCCESS WITH FOUNDATION SUPPORT with Jessica Hamman & Nandini Puri
3:00 pm - 4:00 pm	SUCCESS TEAM SHAREPOINT TRAINING with Stephanie Clark & Young Kim
3:30 pm - 4:30 pm	SLOS - STEP THREE: EQUITABLE ASSESSMENT OF STUDENT LEARNING with Jarek Janio
4:15 pm - 5:15 pm	ACCOMMODATIONS: CURRENT CHALLENGES, APPROACHES, AND LESSONS with Mark Turner (DSPS) & Louise Janus (DSPS)

## Thursday, February 4

All Day | DIVISION & DEPARTMENT MEETINGS with SAC Deans & Faculty

## Friday, February 5

8:00 am - 9:00 am	CAPTIONING - DON'T PULL YOUR HAIR OUT! with Cherylee Kushida
9:00 am - 11:00 am	BEYOND DIVERSITY: STEPS FOR UPROOTING RACISM, PRIVILEGE AND INSTITUTIONAL INEQUALITY with Tim Wise
11:15 am - 12:15 pm	HOW TO INCREASE YOUR PRESENCE ON SAC SOCIAL MEDIA with Young Kim
12:30 pm - 1:30 pm	HOW TO USE STORYTELLING TECHNIQUES IN THE WORKPLACE with Kelly Spillman
1:45 pm - 2:45 pm	RESEARCH OFFICE: HOW TO ACCESS SAC DATA with Kevin Kawa, Tyler Johnson & Paula Kincaid
3:00 pm - 4:00 pm	EARLY ALERT AND STUDENT SUCCESS WITH STARFISH with John Steffens & Hang Le
4:00 pm - 5:00 pm	SLOS - STEP FOUR: UTILIZING NUVENTIVE TO TRACK STUDENT LEARNING with Jarek Janio

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# SAC SPRING 2021 PROFESSIONAL DEVELOPMENT WEEK

## WORKSHOP LIST

### ACADEMIC SENATE RETREAT

with Roy Shahbazian

February 3, 2021 | 9:00 am - 12:00 pm

Join us at the Academic Senate Retreat! We will be having a panel discussion on strategies for Student Learning in Remote Instruction, amongst several other important and relevant topics.

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### ACCOMMODATIONS: CURRENT CHALLENGES, APPROACHES, AND LESSONS

with Mark Turner (DSPS) & Louise Janus (DSPS)

February 3, 2021 | 4:15 pm - 5:15 pm

While many students have disability-related needs that are fairly straightforward and easily addressed, complex situations (e.g. remote instruction) do arise and require planning and collaboration between DSPS personnel and course instructors. Participants in this interactive session will (1) explore key emerging disability-related challenges, (2) learn how campus stakeholders collaborate to address complex situations, and (3) discuss approaches for addressing these situations. This session will emphasize the importance of reflecting on how instructional practices impact students with disabilities, as well as the value of maintaining a growth mindset during this period of tumultuous change.

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### BEYOND DIVERSITY: STEPS FOR UPROOTING RACISM, PRIVILEGE AND INSTITUTIONAL INEQUALITY

with Tim Wise

February 5, 2021 | 9:00 am - 11:00 am

In this interactive workshop, participants will explore the causes -- both formal and informal -- for institutional racial inequities. By examining the various policies practices and procedures that exist within educational, employment and organizational settings -- and which often inadvertently perpetuate unequal opportunity and treatment -- workshop attendees can develop strategies for shifting their institutional cultures in the direction of greater parity.

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### CAPTIONING - DON'T PULL YOUR HAIR OUT!

with Cherylee Kushida

February 5, 2021 | 8:00 am - 9:00 am

Is captioning your videos for online classes stressing you out? Find out what new options you have for captioning, not only your own videos, but other's videos as well.

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### CONVOCATION

with Dr. Marilyn Flores & Tim Wise

February 2, 2021 | 8:15 am - 10:15 am

Reflections in the Face of Change: Our Journey of Joy, Change, and Transformation - And - Not Giving Up: Maintaining Our Commitment to Justice in Unjust Times

Virtual doors will open at 8:00 am.

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### CONVOCATION BREAKOUT SESSIONS

with SAC Facilitators

February 2, 2021 | 10:30 am - 11:30 am

A reflection on lessons learned, what we know, and where we go from here.

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### DISCUSSION BOARDS - KEEPING IT INTERESTING

with Cherylee Kushida

February 1, 2021 | 1:00 pm - 2:00 pm

Regular Effective Contact is required for all "online" courses, including Remote Instruction. Discussion boards can be a fun and easy way to facilitate required student:student contact. Make it a discussion your students will want to "reply" to!

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### DIVISION & DEPARTMENT MEETINGS

with SAC Deans & Faculty

February 4, 2021 | All Day

Contact your Division for further details.

### EARLY ALERT AND STUDENT SUCCESS WITH STARFISH

with John Steffens & Hang Le

February 5, 2021 | 3:00 pm - 4:00 pm

Learn how to use the Starfish Student Success system to encourage student achievement and to help service areas know which students need a helping hand. To further and advance our discussion, please visit the [Starfish Early Alert Resource Page](#) for more information on this new system, including a two-minute introductory video, prior to the workshop.

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## EEO TRAINING (NON-MAILMERGE)

with Jennifer Denny from Liebert, Cassidy, & Whitmore

February 2, 2021 | 1:00 pm – 4:00 pm

February 3, 2021 | 9:00 am – 12:00 pm

Don't miss your chance: Registration will be processed online only; Registration will not be processed via email. Please register and sign in with your official name and district email in order to receive credit.

This training will be focusing on Title 5 regulations, EEO legislation, understanding and minimizing personal and implicit bias and best practice in hiring.

### IMPORTANT NOTES:

- Employees who anticipate they will be members on hiring committees must have completed an EEO training within the previous two years prior to the date of the hiring committee meeting. If your last EEO expired or is about to expire, you will not be able to serve on a hiring committee starting February 2, 2021, until you have completed a new training.
- You must attend the entire workshop (3 hours) to receive credit.
- CLASSIFIED EMPLOYEES – please coordinate with your supervisor and obtain permission prior to registering for the training.
- MANAGERS: For an updated list of employees who attended an EEO training please contact Rene Beiza, Interim HR Analyst.

[Register Here for the February 2 Session](#)

[Register Here for the February 3 Session](#)

## EXAMINING PROCTORIO AND ITS ALTERNATIVES

with Cherylee Kushida

February 3, 2021 | 8:00 am – 9:00 am

Proctorio can be viewed as an invasion of privacy and stressful to the student. If you must use it, how do you make it less stressful? If you don't have to use it, what assessment alternatives do you have? Find out, as we discuss what might work best for YOUR class!

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## EXPAND YOUR COURSE OFFERINGS THROUGH DUAL ENROLLMENT

with Dr. Fernando Ortiz & Basti Lopez

February 2, 2021 | 1:45 pm – 2:45 pm

How connected are you with the high schools around you? Strong relationships with local high schools can help further grow your programs. Learn how your department can expand course offerings through dual enrollment efforts and bring more students into future classes. This workshop will address the benefits and challenges, along with the structure and support, available to you for dual enrollment courses.

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## GETTING STARTED WITH OER/ZTC: TIPS AND RESOURCES FOR FREE MATERIALS

with Annie Knight & Jodi Coffman

February 2, 2021 | 3:00 pm – 4:00 pm

This workshop provides information about SAC's OER & ZTC initiatives as well as resources for locating OER/ZTC materials and tips for embedding them into Canvas course shells. Time will be set aside for participants to search for OER/ZTC materials relevant to their course learning outcomes and ask specific questions about effective utilization of these materials within their classes.

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## HOW COURSE DESCRIPTIONS CAN HELP YOU MARKET YOUR COURSES

with Madeline Grant & Kristen Robinson

February 1, 2021 | 9:00 am – 10:00 am

Need help garnering interest in your courses? Learn how to write course descriptions in Meta that will stand out, accurately reflect your course, meet Title 5 and curricular requirements, and optimize your class for student searches and SEO.

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## HOW TO INCREASE YOUR PRESENCE ON SAC SOCIAL MEDIA

with Young Kim

February 5, 2021 | 11:15 am – 12:15 pm

Looking to promote future events through SAC Social Media? Learn how to create content and reach out to students with the Santa Ana College social media channels!

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## HOW TO USE STORYTELLING TECHNIQUES IN THE WORKPLACE

with Kelly Spillman

February 5, 2021 | 12:30 pm – 1:30 pm

This workshop will focus on techniques and activities from storytelling that can be applied for effective communication at work. These techniques will help participants in teaching, presentations, trainings, team building and leadership skills.

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## **LEVELING UP STUDENT SUCCESS WITH FOUNDATION SUPPORT**

with Jessica Hamman & Nandini Puri

February 3, 2021 | 2:00 pm - 3:00 pm

Do not miss this first-ever interactive session on how you can aid in taking students to the next level, in a time when financial assistance may be needed more than ever! We will tackle questions on grant writing techniques and effective fundraising strategies. You will learn creative ways on how YOU can start your own scholarship. This important workshop will also address the various scholarships already available to ALL students, and how YOU can ensure students submit competitive applications.

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## **MASTERING ZOOM FOR EFFECTIVE STUDENT LEARNING AND ENGAGING WORKSPACES**

with Jennifer Hoeger

February 3, 2021 | 12:30 pm - 1:30 pm

Learn the Zoom features you need for successful instruction and more! Depending on the class size, we will practice some of the following features and simulate student interaction. Topics covered will include:

- Best Practices for Zoom classroom management
- Breakout rooms
- Reports for managing attendance
- Zoom recordings and transcriptions
- Screen and music sharing tips
- PowerPoint integration for live-time captioning!

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## **NEW FACULTY INSTITUTE: UTILIZING SANTA ANA COLLEGE DATA TO CREATE EQUITY-MINDED INITIATIVES**

with Maria Aguilar-Beltran, Stephanie Clark & Janice Love

February 1, 2021 | 9:00 am - 12:00 pm

How do you use data to make data-driven decisions? Learn about the different Equity-centered SAC data resources available to you (achievement, completion, and retention, disaggregated by equity groups) and how to use this information to create equity-minded decisions in student learning and assessments.

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## **PROJECT GATEWAY: SUPPORTING STUDENT SUCCESS THROUGH CULTURALLY RESPONSIVE TEACHING**

with Marty Romero & Dr. Julie Mendoza (Golden Gate Scholars)

February 3, 2021 | 1:30 pm - 2:30 pm

The goal of this presentation is to share Project Gateway's mission, vision, and strategy. We will provide a high-level overview of the need, program framework, collaborating partners, grant activities, and early lessons learned. We are eager to engage in a dialogue with equity-minded colleagues who share our commitment to creating student-centered learning environments.

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## **RESEARCH OFFICE: HOW TO ACCESS SAC DATA**

with Kevin Kawa, Tyler Johnson & Paula Kincaid

February 5, 2021 | 1:45 pm - 2:45 pm

The Research Department will present an introduction to all SAC credit and noncredit dashboards, H. Drive excel reports, and the CCCCC Launchboard.

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## **SACDAYS: WORKSHOPS**

with SAC Faculty

February 1, 2021 | 11:00 am - 7:30 pm

Visit the [SacDays webpage](#) for further details

## **SLOs - STEP ONE: UNLOCKING THE MYSTERIES OF SLOs**

with Jarek Janio

February 1, 2021 | 4:00 pm - 5:00 pm

Bring all the questions you have ever wanted to ask about SLOs! We will discuss the ins-and-outs of SLO composition, assessment, and analysis of results. Learn how to develop SLO statements; how many you need; how often you need to assess them for better teaching and learning; and how to align student learning to assignments, based on Equity, your program, and institutional improvement.

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## **SLOs - STEP TWO: HOW TO WRITE SLOs WITH COMPETENCY ATTAINMENT AT THE FOREFRONT**

with Jarek Janio

**February 2, 2021 | 4:00 pm - 5:00 pm**

To ensure Equitable learning, it is important to focus on competency attainment, rather than just course completion. This workshop will take your knowledge of SLOs to the next level. Learn how to develop SLO statements with course content in mind; how to assess SLOs ensure Equity in your classroom and continuous improvement of teaching and learning. Using Bloom's Taxonomy and other tools, we will develop SLO statements that fit your course and program. We will match those with meaningful methods of assessments and rubrics designed to provide students and faculty a true measure of learning.

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## **SLOs - STEP THREE: EQUITABLE ASSESSMENT OF STUDENT LEARNING**

with Jarek Janio

**February 3, 2021 | 3:30 pm - 4:30 pm**

Partake in a full hour discussion on how to create equity in every classroom, in the assessment of student learning. We will discuss teaching and learning in the context of critical pedagogy, active learning, Backward Design, the Universal Design for Learning, and Competency-Based Education. We will share tangible examples of pedagogies designed to enhance a student's critical thinking, and problem solving in the context of faculty expectations and students' lives. Be ready to discuss your own teaching practices and to learn from one another in this discussion that will bear much fruit.

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## **SLOs - STEP FOUR: UTILIZING NUVENTIVE TO TRACK STUDENT LEARNING**

with Jarek Janio

**February 5, 2021 | 4:00 pm - 5:00 pm**

In this workshop, you will gain necessary skills to keep track of Student Learning Outcomes in Nuventive, a database designed to help individual faculty and departments record results of student learning assessments. Additional features allow for course planning, program mapping and alignment with Institutional Learning Outcomes. By the end of the workshop, you will be able to enter student assessment results, generating useful information for program improvement and for usage in annual and quadrennial program review reports.

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## **SUCCESS TEAM SHAREPOINT TRAINING**

with Stephanie Clark & Young Kim

**February 3, 2021 | 3:00 pm - 4:00 pm**

Success Team members will learn how to navigate SharePoint and manage the CAP subsites associates with their team.

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## **SUCCESSFULLY PROMOTE YOUR PROGRAM WITH DISTRICT GRAPHIC DESIGNS AND COMMUNICATIONS**

with Ruth Cossio-Muniz, Mary Law, & Dean Hopkins

**February 1, 2021 | 3:00 pm - 4:00 pm**

Creativity is at the heart of marketing and we have the creative team to help your program succeed. RSCCD has revamped and relaunched its Communications, Marketing and Public Relations Department that is dedicated to supporting our Colleges. Join us to show you how we can help promote your program, service or events with the talent and resources available to you. From fliers, postcards, banners, ads, brochures, newsletters, press releases, and more, we'll help you stand out and provide actionable tips to increase your audience. This dynamic workshop is a must-see!

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## **WELL-BEING & BEST PRACTICES FOR SELF CARE**

with Kelly Spillman

**February 2, 2021 | 12:30 pm - 1:30 pm**

Through all this, how well are you taking care of YOU? This workshop will focus on techniques and activities useful for effective self-care and for improving well-being. Having taught these techniques and activities to her students in Introductory Psychology during Fall of 2020, Professor Spillman will share her insights as an instructor, and student outcomes from these activities. This interactive workshop will provide resources participants can easily implement into their own lives and an opportunity to discuss and share their own self-care practices.

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Please note: Meeting links will be emailed to registrants, or can be found in the event descriptions located on the [Professional Development Canvas Shell](#) and [SAC Professional Development Tracking System](#).

# SAC DE SPRING 2021 PROFESSIONAL DEVELOPMENT WEEK SCHEDULE

## Monday, February 1

9:00 am - 10:00 am	OPEN LAB	1:00 pm - 2:00 pm	OPEN LAB
9:00 am - 10:00 am	CANVAS COURSE COPY	1:00 pm - 2:00 pm	QUIZZES
10:00 am - 11:00 am	OPEN LAB	2:00 pm - 3:00 pm	OPEN LAB
10:00 am - 11:00 am	ACCESSIBILITY OPEN LAB	2:00 pm - 3:00 pm	RUBRICS/OUTCOMES
10:00 am - 11:00 am	PRONTO	3:00 pm - 4:00 pm	OPEN LAB
11:00 am - 12:00 pm	OPEN LAB	3:00 pm - 4:00 pm	PROCTORIO
11:00 am - 12:00 pm	GRADEBOOK	4:00 pm - 6:00 pm	ODP ROUNDUP

## Tuesday, February 2

9:00 am - 10:00 am	OPEN LAB	1:00 pm - 2:00 pm	PRONTO
10:00 am - 11:00 am	OPEN LAB	2:00 pm - 3:00 pm	OPEN LAB
11:00 am - 12:00 pm	OPEN LAB	2:00 pm - 3:00 pm	SCREENCAST
1:00 pm - 2:00 pm	OPEN LAB	3:00 pm - 4:00 pm	OPEN LAB
1:00 pm - 2:00 pm	ACCESSIBILITY OPEN LAB		

## Wednesday, February 3

9:00 am - 10:00 am	OPEN LAB	12:00 pm - 1:00 pm	ACCESSIBILITY OPEN LAB
9:00 am - 10:00 am	PROCTORIO	1:00 pm - 2:00 pm	OPEN LAB
10:00 am - 11:00 am	OPEN LAB	2:00 pm - 3:00 pm	OPEN LAB
10:00 am - 11:00 am	CREATING CONTENT	3:00 pm - 4:00 pm	OPEN LAB
11:00 am - 12:00 pm	OPEN LAB		

## Thursday, February 4

9:00 am - 10:00 am	OPEN LAB	2:00 pm - 3:00 pm	COMMUNICATION
9:00 am - 10:00 am	ACCESSIBILITY OPEN LAB	2:00 pm - 3:00 pm	SCREENCAST
10:00 am - 11:00 am	OPEN LAB	3:00 pm - 4:00 pm	OPEN LAB
10:00 am - 11:00 am	QUIZZES	3:00 pm - 4:00 pm	PRONTO
11:00 am - 12:00 pm	OPEN LAB	3:00 pm - 4:00 pm	CREATING CONTENT
11:00 am - 12:00 pm	RUBRICS/OUTCOMES	4:00 pm - 5:00 pm	OPEN LAB
1:00 pm - 2:00 pm	OPEN LAB	4:00 pm - 5:00 pm	GRADEBOOK
1:00 pm - 2:00 pm	INTRO TO CANVAS	5:00 pm - 6:00 pm	OPEN LAB
2:00 pm - 3:00 pm	OPEN LAB	5:00 pm - 6:00 pm	CANVAS COURSE COPY

## Friday, February 5

9:00 am - 10:00 am	OPEN LAB
10:00 am - 11:00 am	OPEN LAB
11:00 am - 12:00 pm	OPEN LAB

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# SPRING 2021 DISTANCE EDUCATION PROFESSIONAL DEVELOPMENT SCHEDULE

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

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## MONDAY, FEBRUARY 1, 2021

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 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 ConferZoom link on the left side menu, then the “Join” button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **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 ConferZoom link on the left side menu, then the “Join” button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

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 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 ConferZoom link on the left side menu, then the “Join” button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **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 ConferZoom link on the left side menu, then the “Join” button: [https://rscdd.instructure.com/courses/21461/external\\_tools/145](https://rscdd.instructure.com/courses/21461/external_tools/145).
- **Pronto:** Learn how to use Pronto in your courses. Pronto is a real-time communication tool that allows users to chat, video chat, message, share documents, and more. <https://pronto.zoom.us/j/92234959839?pwd=LzFFZEIERlBtR0xZakFDNmovQy94dz09>

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 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 ConferZoom link on the left side menu, then the “Join” button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Canvas Assignments & Gradebook:** 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 ConferZoom link on the left side menu, then the “Join” button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

## Monday, February 1, 2020 Cont'

### 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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Quizzes:** Learn how to create quizzes and tests in Canvas; how to grade student submissions; view test analytics; and how to quickly and easily copy a test from one Canvas course to another. 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.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

### 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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Rubrics/Outcomes in Canvas:** Learn how to create Outcomes and Rubrics in Canvas. Learn how to add Outcomes to a Canvas rubric; about the Rubric options; how to grade using the rubric; and view the analytics and download the results in the Learning Mastery Gradebook. 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.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

### 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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Proctorio:** Learn how to use Proctorio, a virtual proctoring software, on your tests in Canvas. Instructors will learn how to enable Proctorio in Canvas; Proctorio best practices; how to set up Proctorio on a test and the Proctorio options; and how to view the Proctorio gradebook. 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.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

## Tuesday, February 2, 2021

### 9:00 am to 4:00 pm

- **Canvas Open Lab:** 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).



## Tuesday, February 2, 2021 Cont'

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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/21461/external\\_tools/145](https://rscdd.instructure.com/courses/21461/external_tools/145).
- **Pronto:** Learn how to use Pronto in your courses. Pronto is a real-time communication tool that allows users to chat, video chat, message, share documents, and more.  
<https://pronto.zoom.us/j/92599467883?pwd=dIFkcTc2anIxaW9WeWkvbGoxMkhlQT09>

2:00 pm to 3:00 pm

- **Screen-O-Matic:** Learn how to download, install and create screen capture and instructional videos using Screen-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 3, 2021

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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Proctorio:** Learn how to use Proctorio, a virtual proctoring software, on your tests in Canvas. Instructors will learn how to enable Proctorio in Canvas; Proctorio best practices; how to set up Proctorio on a test and the Proctorio options; and how to view the Proctorio gradebook. 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.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **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 ConferZoom link on the left side menu, then the "Join" button:  
[https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

## Wednesday, February 3, 2021 Cont'

### 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/21461/external\\_tools/145](https://rscdd.instructure.com/courses/21461/external_tools/145).

### 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

### 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

### 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

## Thursday, February 4, 2021

### 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/21461/external\\_tools/145](https://rscdd.instructure.com/courses/21461/external_tools/145).

### 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Quizzes:** Learn how to create quizzes and tests in Canvas; how to grade student submissions; view test analytics; and how to quickly and easily copy a test from one Canvas course to another. 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.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

## Thursday, February 4, 2021 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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Rubrics/Outcomes in Canvas:** Learn how to create Outcomes and Rubrics in Canvas. Learn how to add Outcomes to a Canvas rubric; about the Rubric options; how to grade using the rubric; and view the analytics and download the results in the Learning Mastery Gradebook. 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.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

### 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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

### 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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Communication in Canvas:** Learn how to communicate with your students using Announcements, Discussions, and the Inbox. 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.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **Screen-O-Matic:** Learn how to download, install and create screen capture and instructional videos using Screen-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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).
- **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 ConferZoom link on the left side menu, then the "Join" button: [https://rscdd.instructure.com/courses/266/external\\_tools/145](https://rscdd.instructure.com/courses/266/external_tools/145).

## Thursday, February 4, 2021 Cont'

- **Pronto:** Learn how to use Pronto in your courses. Pronto is a real-time communication tool that allows users to chat, video chat, message, share documents, and more.

<https://pronto.zoom.us/j/98659646006?pwd=bTBpa0Vvc1VsR25jK1p1QmFLUnJidz09>

### 4:00 pm to 5:00 pm

- **Canvas Open Lab:** 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscd.instructure.com/courses/266/external\\_tools/145](https://rscd.instructure.com/courses/266/external_tools/145).
- **Canvas Assignments & Gradebook:** 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscd.instructure.com/courses/266/external\\_tools/145](https://rscd.instructure.com/courses/266/external_tools/145).

### 5:00 pm to 6:00 pm

- **Canvas Open Lab:** 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscd.instructure.com/courses/266/external\\_tools/145](https://rscd.instructure.com/courses/266/external_tools/145).
- **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 ConferZoom link on the left side menu, then the "Join" button: [https://rscd.instructure.com/courses/266/external\\_tools/145](https://rscd.instructure.com/courses/266/external_tools/145).

## Friday, February 5, 2021

### 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 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 ConferZoom link on the left side menu, then the "Join" button: [https://rscd.instructure.com/courses/266/external\\_tools/145](https://rscd.instructure.com/courses/266/external_tools/145).