

# CCIT Fall 2018 Workshop Schedule - Stanton

Center for Creative Instruction and Technology is committed to supporting faculty by providing training and educational resources for developing on-line and blended learning environments as well as providing training and support information for classrooms enhanced with technology.

Please let us know if you would like us to offer training for your department or class. We can offer training by request on any of our standard topics or on a new custom topic. If you have ideas for additional training, tutorial, or documentation topics that would be useful for us to develop and offer to the campus community, let us know. If you don't see it, ask!

**Please Note: Training Dates and times are subject to change! Please refer to the *ONLINE SCHEDULE* prior to attending.**

To get the updated schedule go to:

<https://ccit.dtcc.edu/facultystaff/workshops/>

<b>Stanton Workshops</b>					
<b>AUGUST</b>					
<b>Workshop Title</b>	<b>Instructor</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Zoom/Skype/YouSeeU	Ish Stabosz	Thursday	8/23/18	1:00 – 2:00 pm	<b>B128</b>
D2L Basics	Tracy Miles	Thursday	8/23/18	2:00-3:00pm	<b>B128</b>
<b>TECH:</b> Windows10/Office365	Tracy Miles	Thursday	8/23/18	3:00-4:00pm	<b>B128</b>
D2L Gradebook and Assessment	Tracy Miles	Friday	8/24/18	11:00am-12:00pm	<b>B128</b>
<b>TECH:</b> Outlook/Calendar	Tracy Miles	Friday	8/24/18	12:00-1:00pm	<b>B128</b>
D2L Basics	Tracy Miles	Thursday	8/30/18	10:00-11:00am	<b>E213</b>
D2L Discussion Forums	Tracy Miles	Friday	8/31/18	2:00-3:00pm	<b>B128</b>
<b>SEPTEMBER</b>					
D2L Basics	Tracy Miles	Thursday	9/6/18	10:00-11:00am	<b>E213</b>
D2L Gradebook and Assessment	Tracy Miles	Friday	9/7/18	2:00-3:00pm	<b>B128</b>
Video Conference Tools Strategies	Ish Stabosz	Friday	9/7/18	1:00 – 2:00 pm	<b>B128</b>
<b>TECH:</b> Outlook/Calendar	Tracy Miles	Thursday	9/13/18	10:00-11:00am	<b>E213</b>
D2L Basics	Tracy Miles	Friday	9/14/18	2:00-3:00pm	<b>B128</b>
Quality D2L Distance Education Course Design	Ish Stabosz	Friday	9/14/18	10:00 - 11:00 am	<b>B128</b>
D2L Gradebook and Assessment	Anjuli Hendee	Thursday	9/20/18	12:00 - 1:00 pm	<b>B128</b>
D2L Discussion Forums	Anjuli Hendee	Thursday	9/20/18	1:00 - 2:00 pm	<b>B128</b>
D2L Basics	Anjuli Hendee	Friday	9/21/18	10:00 –11:00 am	<b>B128</b>
<b>TECH:</b> Windows10/Office365	Anjuli Hendee	Friday	9/21/18	1:00 - 2:00 pm	<b>B128</b>
<b>D2L Basics</b>	Anjuli Hendee	Friday	9/28/18	11:00 - 12:00 pm	<b>B128</b>

<b>OCTOBER</b>					
D2L Discussion Forums	Anjuli Hendee	Thursday	10/4/18	3:00 - 4:00 pm	<b>B128</b>
Zoom/Skype/YouSeeU	Ish Stabosz	Friday	10/5/18	1:00 – 2:00 pm	<b>B128</b>
<b>TECH:</b> Windows10/Office365	Anjuli Hendee	Friday	10/5/18	10:00 – 11:00am	<b>B128</b>
D2L Gradebook and Assessment	Anjuli Hendee	Friday	10/5/18	3:00 - 4:00 pm	<b>B128</b>
D2L Basics	Anjuli Hendee	Thursday	10/11/18	3:00-4:00 pm	<b>B128</b>
<b>D2L Discussion Forums</b>	Anjuli Hendee	Friday	10/12/18	10:00-11:00 am	<b>B128</b>
<b>TECH:</b> Windows10/Office365	Anjuli Hendee	Friday	10/12/18	1:00-2:00 pm	<b>B128</b>
D2L Gradebook and Assessment	Anjuli Hendee	Thursday	10/18/18	3:00-4:00 pm	<b>B128</b>
<b>TECH:</b> Outlook/Calendar	Anjuli Hendee	Friday	10/19/18	10:00 – 11:00am	<b>B128</b>
D2L Gradebook and Assessment	Anjuli Hendee	Friday	10/19/18	1:00-2:00 pm	<b>B128</b>
D2L Basics	Anjuli Hendee	Thursday	10/25/18	3:00-4:00 pm	<b>B128</b>
D2L Gradebook and Assessment	Anjuli Hendee	Friday	10/26/18	10:00 – 11:00am	<b>B128</b>
<b>TECH:</b> Windows10/Office365	Anjuli Hendee	Friday	10/26/18	12:00-1:00 pm	<b>B128</b>
<b>TECH:</b> Zoom/Skype/YouSeeU	Ish Stabosz	Friday	10/26/18	1:00-2:00 pm	<b>B128</b>
<b>NOVEMBER</b>					
D2L Basics	Anjuli Hendee	Thursday	11/1/18	3:00-4:00 pm	<b>B128</b>
D2L Gradebook and Assessment	Anjuli Hendee	Friday	11/2/18	11:00am-12:00 pm	<b>B128</b>
D2L Discussion Forums	Anjuli Hendee	Friday	11/2/18	12:00-1:00 pm	<b>B128</b>
Video Conference Tools Strategies	Ish Stabosz	Friday	11/2/18	1:00-2:00 pm	<b>B128</b>
D2L Gradebook and Assessment	Anjuli Hendee	Monday	11/5/18	3:00-4:00 pm	<b>A223</b>
D2L Discussion Forums	Anjuli Hendee	Thursday	11/8/18	3:00-4:00 pm	<b>B128</b>
<b>TECH:</b> Zoom/Skype/YouSeeU	Anjuli Hendee	Friday	11/9/18	10:00 – 11:00am	<b>B128</b>
D2L Help: Open Lab	Anjuli Hendee	Thursday	11/15/18	<b>11:30am-3:00 pm</b>	<b>B128</b>
D2L Help: Open Lab	Anjuli Hendee	Friday	11/16/18	11:00am – 3:00 pm	<b>B128</b>
D2L Gradebook Help: Open Lab	Anjuli Hendee	Thursday	11/29/18	1:00 – 4:00 pm	<b>B128</b>
D2L Gradebook Help: Open Lab	Anjuli Hendee	Friday	11/30/18	1:00 – 3:00 pm	<b>B128</b>

## Workshop Descriptions:

**D2L Basics:** This workshop will go over the basic layout and functionality of D2L. Topics will include navigation, content, html editor and course copy.

**D2L Discussion Forums:** This workshop will get you ready to set up your own discussion forums topics in D2L and link them to the gradebook. This will include setting up restrictions, views and submission options.

**D2L Gradebook and Assessment:** This workshop will provide you the tools necessary to set up and link gradebook to assignments, quizzes and other assessments.

**Windows10/Office365:** This workshop will give you the skills you need to navigate the latest window operating system. Become familiar with the look and feel of the new Windows10 layout and Office365 is the same office you already know and use every day. However, Office365 is powered by the cloud, so you can access your applications and files from virtually anywhere. This workshop will provide you an overview of the new Office365 layout as well as some short tips and tricks to leverage Office365 in your daily tasks.

**Outlook 2016/Calendar:** This workshop will help boost your communication skills and increase productivity in the workplace with a quick overview of the new email layout, customization, tips and tricks a well as other tools that are available.

**Zoom/Skype/YouSeeU:** Want to learn ways to engage your students outside of the classroom setting. Come and see if this tool is for you. This workshop will provide an overview of what Zoom can do for you and if this tool would benefit you and your students as well as an added option for multi-conferencing and online collaboration. FREE accounts are available to all users and limited Pro accounts have been purchased for those powers uses who require more options than a FREE account can offer. **Skype for Business:** This workshop will provide you with an overview of how Skype can be used for intra-campus videoconferencing, not just an instant messaging tool. **YouSeeU:** This workshop will provide you with an overview of this interactive web based tool within D2L (Only available within the LMS)

**Quality D2L Distance Education Course Design:** Have you built your D2L Distance Education DEV Shell yet? Even if you have, do you see room for improvement? Are you interested in quality distance education course design? Participants will be shown how to design a quality distance education course based on DTCC's Quality Assurance Rubric.

**Video Conference Tools Strategies:** Participants will learn how to use the video conferencing tools Zoom and YouSeeU (built into D2L). We will explore strategies that use these tools to create a more engaging and interactive learning environment in distance education courses.

## Contacts

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