

TECHNOLOGY TRAININGS SPRING 2012

Category Number	Course Title	Overview
Other - Tech	All College Day Spotlight on Learning Roundtable: Online Teaching and Learning Using Smart Phones and Learning Tablets. Presented by Laurie Huffman.	Join us for a discussion about ideas for using students' personal technology in the classroom and for student services.
Other - Tech	Creating a Website/Blog Teaching and/or Training Site for your Department or Classroom. Facilitated by Laurie Huffman online from April 9, 2012, 10 a.m. to May 8, 10 a.m.	Have you thought about designing an online training for your department? Short online FLEX trainings? Mid-semester informational blogs for your department or students? If so, this is the place to begin. Enter our blog site at <a href="http://641573292342867947.weebly.com">http://641573292342867947.weebly.com</a> and get started whenever you'd like. Begin by reading the announcement page for directions. Menu pull-downs are interactive and will guide you through some of the newest electronic learning applications that you may want to try in your classroom/department. This website is free to create and very easy! Also, I have archived the SPRING FLEX '12 and reopened the seminar in order to: 1) guide you through the creation of a training blog 2) allow you access to the information links and blog posts from your colleagues from our Spring Flex activity on emerging technology. Thank you for joining. I will be contacting each of you individually through this blog. For those who wish to create a blog shell similar to this, please directly email me at <a href="mailto:lhuffman@losmedanos.edu">lhuffman@losmedanos.edu</a> and we will get started on your own personal shell during this seminar. This FLEX seminar will be open for a month and is eligible for four (4) hours of FLEX credit.
Other - Tech	Excel 2010 Tips and Tricks Workshop/Lab NOTE DATE CHANGE to May 8 2:30 - 4:30 and ROOM CHANGE TO CC2-235	A gradual migration from MS Office 2007 to Microsoft Office 2010 will begin in April, 2012 and continue into the summer and fall, 2012. More information on the timeline of the migration will be coming from the LMC IT Department in the near future. To allow you to better prepare for these changes, an "Excel Tips and Tricks Workshop and Lab" is being sponsored by the PDAC Technology Committee to give you insight into some of the minimal changes you can expect, as well provide you with additional skill-building tips for the most commonly used features, including those that can be troublesome! Nearly all of the things demonstrated will also be applicable to MS Office 2007. These will be hands-on workshops with a one-hour lecture by Sandy Jones, Computer Dept. Adjunct Faculty, followed by a one-hour lab that will give you the opportunity for additional support from the Instructor for specific skills development. Support during the lab hour will also be provided by several volunteer MESA students who are MS Office Certified.
Other - Tech	Excel Tips and Tricks Workshop and Lab	A gradual migration from MS Office 2007 to Microsoft Office 2010 will begin in April, 2012 and continue into the summer and fall, 2012. More information on the timeline of the migration will be coming from the LMC IT Department in the near future. To allow you to better prepare for these changes, an "Excel Tips and Tricks Workshop and Lab" is being sponsored by the PDAC Technology Committee to give you insight into some of the minimal changes you can expect, as well provide you with additional skill-building tips for the most commonly used features, including those that can be troublesome! Nearly all of the things demonstrated will also be applicable to MS Office 2007. These will be hands-on workshops with a one-hour lecture by Sandy Jones, Computer Dept. Adjunct Faculty, followed by a one-hour lab that will give you the opportunity for additional support from the Instructor for specific skills development. Support during the lab hour will also be provided by several volunteer MESA students who are MS Office Certified.

Other - Tech	FA12-122 Fun online teaching tools for variety and accessibility in mind. Facilitated by Eloine Chapman and Debbie Wilson.	<p>In this workshop we'll introduce you to a variety of web-based tools that can be used in your online classroom. We'll cover collaborative learning tools such as chat widgets, drawing boards, document sharing, social media integration, audio/video tools and more. All these tools create an accessible spectrum of learning. In addition the workshop will cover meeting legal ADA requirements when deploying some of these enhanced web tools in your online classroom. Teaching and learning can be fun!</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> <li>1.Exploring various teaching tools</li> <li>2.Creating accessible content for the classroom</li> <li>3.Improving teaching</li> <li>4. Becoming aware of some of the course approval form requirements</li> </ol> <p>CC2-232</p>
Other - Tech	FA12-124 Smart Podium Workshop. Facilitated by Rashaad McAlpin and Michael Becker.	<p>Provide basic instruction in the functioning of Smart Podiums, limited troubleshooting, and hands-on practice for users of Smart Classrooms. Flex Activity Goals:</p> <ol style="list-style-type: none"> <li>1. Inform new and current Smart Podium users on the uses of the equipment</li> <li>2. Explain some basic problem identification and troubleshooting techniques</li> <li>3. Explain the differences in equipment in different rooms across the campuses</li> </ol> <p>Math 203</p>
Other - Tech	FA12-129 Who's afraid of the big bad 7? - A quick introduction on using Windows 7. Facilitated by Michael Becker.	<p>This will be a short 1-hour introduction to the Windows 7 operating system. A side-by-side comparison will be used to explain how to do some common tasks in the new system.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> <li>1. Preview Windows 7</li> <li>2. Demonstrate some of the differences between Windows XP and Windows 7</li> </ol> <p>More information: Current employee machines with Windows XP will remain Windows XP, but new machines will be installed with Windows 7. IT has placed a few Windows 7 machines and will continue to place more over the summer - the total will be about 30 at this point. For most of our student labs, the machines are not new enough for Dell to recommend Windows 7 so we will not be upgrading those to Windows 7. There is also a potential issue with software compatibility in some labs.</p> <p>MA-203</p>
Other - Tech	FA12-130A The new network and e-mail. Facilitated by Michael Becker and Kat Ogden.	<p>The goal of this workshop it to familiarize employees with some aspects of the new network drives and e-mail systems. Specifics will be given on how the new network drives (formerly J &amp; P) will function - (how to add files, move files, and who has access to what areas. The features of the new email system (access from off-campus and the SkyDrive) will also be demonstrated.</p> <p>Flex Activity Goals:</p> <ol style="list-style-type: none"> <li>1. Explain the workings of the new networked drives and how to use them.</li> <li>2. Explain the use of the new e-mail system</li> </ol> <p>L-214</p>

Other - Tech	FA12-130B The new network and e-mail. Facilitated by Michael Becker and Kat Ogden.	The goal of this workshop it to familiarize employees with some aspects of the new network drives and e-mail systems. Specifics will be given on how the new network drives (formerly J and P) will function - how to add files, move files, and who has access to what areas. The features of the new email system (access from off-campus and SkyDrive) will also be demonstrated. Flex Activity Goals: 1. Explain the workings of the new networked drives and how to use them. 2. Explain the use of the new e-mail system. L-214
Other – Tech 10	FA12-137 Teaching Math Using New Technologies. Facilitated by Jill DeStefano and Matt Stricker.	This workshop will include hands on training for how to use new technologies to improve math instruction. Topics will include: holding online office hours using CCCConfer, using avatars to send class messages, using pre-prepared notes, using MyMathLab in place of Blackboard, and MyMathLab tips (grade book, sending individual or class email, email search criteria, copying/importing assignments, etc.) Flex Activity Goals: 1. Improve teaching through the use of new technologies 2. Provide hands on training in using new technologies BRT-9
Other - Tech	FA12-149. Using Blackboard 8 at LMC. Facilitated by Clayton Smith.	This "hands-on" session will show you how to manage the day-to-day operation of your Blackboard 8 classroom(s) here at LMC. You'll work with adding and removing students, receiving and returning assignments, and use the Grade Center. There will also be time to resolve individual issues. Even if you have used Blackboard at other institutions, it is important that you attend this session. Flex Activity Goals: 1. Gain basic proficiency in using Blackboard. 2. Understand and be able to execute procedures for adding, removing, modifying students within a Blackboard classroom. CC3-319
Other - Tech	FA12-153. Computer maintenance and backups. Facilitated by James Kolthoff and Rod Raumer.	This is a hands-on session where participants will learn techniques for backing up files on their computers and finding lost files. IT maintenance and other issues. CC3-319
Other - Tech	FA12-157 Learn how to be creative with PowerPoint 2010 to keep students engaged both online and face-to-face courses. Facilitated by Sandy Jones.	Learn how to be creative with PowerPoint 2010 to keep students engaged both online and face-to-face courses. Flex Activity Goals: 1. Learn how to navigate in PowerPoint 2010. 2. Create dazzling presentations to showcase your courses. 3. Get familiar with the ribbon features. 4. Formulate projects in your classes which students can showcase their work. L-213

Other - Tech	MS Word 2010 Tips and Tricks Workshop and Lab	A gradual migration from MS Word 2007 to Microsoft Office 2010 will begin in April, 2012 and continue into the summer and fall, 2012. More information on the timeline of the migration will be coming from the LMC IT Department in the near future. To allow you to better prepare for these changes, a "Tips and Tricks Workshop and Lab" is being offered to give you insight into some of the minimal changes you can expect, as well as provide you with additional skill- building tips for the most commonly used features, including those that can be troublesome! Nearly all of the things demonstrated will also be applicable to MS Office 2007. These will be hands-on workshops with a one-hour lecture by Sandy Jones, Computer Dept. Adjunct Faculty, followed by a one-hour lab that will give you the opportunity for additional support from the Instructor for specific skills development. Support during the lab hour will also be provided by several volunteer MESA students who are MS Office Certified.
Other - Tech	MS Word 2010 Tips and Tricks Workshop and Lab (Repeat of Workshop held on 4/19)	A gradual migration from MS Office 2007 to Microsoft Office 2010 will begin in April, 2012 and continue into the summer and fall, 2012. More information on the timeline of the migration will be coming from the LMC IT Department in the near future. To allow you to better prepare for these changes, a "Tips and Tricks Workshop and Lab" is being offered to give you insight into some of the minimal changes you can expect, as well provide you with additional skill- building tips for the most commonly used features, including those that can be troublesome! Nearly all of the things demonstrated will also be applicable to MS Office 2007. These will be hands-on workshops with a one-hour lecture by Sandy Jones, Computer Dept. Adjunct Faculty, followed by a one-hour lab that will give you the opportunity for additional support from the Instructor for specific skills development. Support during the lab hour will also be provided by several volunteer MESA students who are MS Office Certified.
Other - Tech	SP12-100E Spotlight on Success: A Community of Learners: USING NEW TECHNOLOGIES IN THE CLASSROOM. Presenters: Matt Stricker and Jill DeStefano	This workshop will include hands-on training for how to use new technologies to improve instruction. Topics will include: using lecture capture software such as Camtasia, Camstudio, or Jing; using tablet pc's for lecture or to answer e-mail; creating Youtube videos; creating outlines for class discussions, and using avatar's to send your class messages.
Other - Tech	SP12-100F Spotlight on Success: A Community of Learners. APPLYING CREATIVE 'SMART' TECHNOLOGY IN YOUR CLASSROOM. Presenters: Laurie Huffman	Faculty and staff members interested in engaging students in learning with mobile SMART devices will be interested in attending this two-hour session. We will discuss how faculty/student interaction can be enhanced using students' mobile units (cell-phones, iPads, tablets, Kindles, etc.). Attendees for this session will leave with ideas for using technology both with and without SMART room podiums by using students' personal technology. Faculty and staff members interested in engaging students in learning with mobile SMART devices will be interested in attending this two-hour session. We will discuss how faculty/student interaction can be enhanced using students' mobile units (cell-phones, iPads, tablets, Kindles, etc.). Attendees for this session will leave with ideas for using technology both with and without SMART room podiums by using students' personal technology. This workshop will give participants tools with which to diagnose reasons for conflict, a context for better communication with others and strategies to support others in their best thinking. This workshop is a version of the "colors" workshop. Classified staff is highly encouraged to attend.

Other - Tech	SP12-115 Applying Creative SMART Technology in Your Classroom. Facilitated by Laurie Huffman.	Faculty members interested in engaging students in learning with mobile SMART devices will be interested in attending this two-hour session. We will discuss how faculty/student interaction can be enhanced using students' mobile units (cell-phones, iPads, tablets, Kindles etc.). Attendees for this session will leave with ideas for using technology both with and without SMART room podiums buy using students' personal technology. Flex Activity Goals: 1. Examine ideas and options for using student SMART phones/IPads/Tablets in student-centered learning. 2. Integrate SMART technology into your traditional classroom teaching. 3. Examine how SMART applications may enhance your teaching. 4. Develop a SMART activity for your subject area and share creative in-classroom tech-ideas with other faculty members 5. Learn more about SMART devices for inside and outside the classroom.
Other - Tech	SP12-116 (On-line All 3 Days) Enhancing Student Learning Using Social Media and Other Creative Technology Tools. Facilitated by Laurie Huffman.	This FLEX session is offered totally online. Attendees will access a website: ( <a href="http://641573292342867947.weebly.com">http://641573292342867947.weebly.com</a> ) where a guided exercise in developing social media support pages for student access will be offered. The facilitator of this session will model ideas to enhance traditional or online class using popular social media mediums. Attendees will develop a social media group page for a course and share results with members of the session. The blog/website will allow for posting responses, uploading links and ideas to assist you in the development of support methods for successful student learning. This session will introduce additional new technologies to consider as you develop your lessons this spring. Flex Activity Goals: 1. Participate in a fully online FLEX training to update your face-to-face or online classroom with new ideas in technology. Access this session throughout the week of FLEX beginning Tuesday January 17- Friday January 20th via a live access link. Attendees can enter at any time and earn 3 hours FLEX credit upon completion of objectives in this FLEX session. 2. Create a group page assignment in a social media site to enrich and engage student learning in your course 3. Share your social media page with other faculty in this FLEX session. Receive feedback and ideas to enhance your group page. 4. Learn how to create and attach video to enhance social media support pages for student tutorials and supplemental learning 5. Collaborate with other faculty in this NEXUS training sharing ideas and lessons to enhance the learning in your traditional and/or online classroom. Use a variety of unique technology ideas to engage, enrich and enhance learning.
Other - Tech	SP12-133 Smart Podium Workshop. Facilitated by Rashaad McAlpin and Michael Becker.	Provide basic instruction in the functioning of Smart Podiums, limited troubleshooting, and hands-on practice for users of Smart Classrooms. Flex Activity Goals: 1. Inform new and current Smart Podium users on the uses of the equipment 2. Explain some basic problem identification and troubleshooting techniques 3. Explain the differences in equipment in different rooms across the campuses 4.
Other - Tech	SP12-140 Online accessibility: 508 compliance in your blackboard classroom. Facilitated by Virginia Richards and Jim Kolthoff.	Are you teaching online or using Blackboard in your course? Come to learn about 508 Web Accessibility requirements. We will cover best practices and practical solutions to make your online content 508 compliant. Flex Activity Goals: 1. Introduce faculty to online accessibility standards and requirements 2. Train faculty teaching online or using blackboard how to make their online environment 508 compliant
Other - Tech	SP12-140(A) Online accessibility: 508 compliance in your blackboard classroom. Facilitated by Virginia Richards and James Kolthoff.	Are you teaching online or using Blackboard in your course? Come to learn about 508 Web Accessibility requirements. We will cover best practices and practical solutions to make your online content 508 compliant. Flex Activity Goals: 1. Introduce faculty to online accessibility standards and requirements 2. Train faculty teaching online or using blackboard how to make their online environment 508 compliant.

Other - Tech	SP12-149 Using Blackboard 8 at LMC. Facilitated by Clayton Smith.	This “hands on” session will show you how to manage the day-to-day operation of your Blackboard 8 classroom(s) here at LMC. You’ll work with adding and removing students, receiving and returning assignments, and use the Grade Center. There will also be time to resolve individual issues. Even if you have used Blackboard at other institutions, it is important that you attend this session Flex Activity Goals: 1. Gain basic proficiency in using Blackboard. 2. Understand and be able to execute procedures for adding, removing, modifying students within a Blackboard classroom.
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