Fall 2018 Technology Training Schedule

Registration for training is required. Location for training will be given upon registration.
Complete schedule available at: http://mxcc.edu/ett/
Register by emailing mxccdistance@mxcc.commnet.edu with your name, phone number, date, time and title of the training session you would like to attend. Please register at least 24 hours in advance of training to avoid workshop cancellations due to low/no enrollment.

Getting Started with Blackboard
Prerequisites: Faculty have attended Getting Started with Blackboard Learn.
This session will show how to create columns in Grade Center as well as how to create weighted total or total columns for grade calculation.
Friday, 9/7/18, 10:00 am - 12:00 pm
Friday, 9/14/17, 1:00 pm - 3:00 pm

Pegasus Green Showcase
We will first review Pegasus Green's design ideas with an overview of the features in each room. Basic operations of Pegasus 709 C/D will be demonstrated and practiced. How Pegasus Green learning space may be best used to enrich teaching, learning, academic advising, and community outreach will be discussed. The procedures of reserving rooms and room reservation guidelines will be explained. The session will be concluded with a brief tour of the six-room learning space.
Friday, 9/7/18, 1:00 pm - 2:00 pm
Friday, 9/14/18, 10:00 am - 11:00 am

Blackboard Learn: Grade Center and Tests
Prerequisites: Faculty have attended Getting Started with Blackboard Learn.
This workshop will have two parts. The first part will cover Grade Center, how to create grade columns, as well as how to create weighted total or total columns for grade calculation. The second part will cover how to create an online test and provide tips on how to import test banks from publishers.
Friday, 10/5/18, 10:00 am - 12:00 pm

Evaluating Online Courses
This session will show and explain the procedure of evaluating online faculty based on 4Cs union-approved guidelines. Online professors and program coordinators are welcome to attend.
Friday, 10/12/18, 10:00 am - 11:30 am

Google Docs
Discover and explore Google Docs. A free Web-based application in which documents, spreadsheets. presentations, and forms may be created, edited and stored online. Files may be accessed from any computer with an Internet connection and a full-featured Web browser.
Friday, 10/26/18, 10:00 am - 11:30 am

Create Exceptional Newsletters Like a Designer
Creating a newsletter can be stressful and time consuming. Want to create professional, eye-catching newsletters that viewers will remember? In this workshop, we will learn how to use Canva and Smore to create attention-grabbing, highly professional newsletters in less time and with less effort.
Friday, 11/2/18, 10:00 am - 12:00 pm

Teaching with Infographics
Have you noticed that your students pay more attention when you use visuals in your teaching? Did you know that the brain processes visuals much faster than text? Infographics are extremely powerful tools for teaching. In this workshop, you will learn what infographics are and how to use infographics effectively in teaching. You will also have hands-on opportunities to use free online tools to create basic infographics.
Friday, 11/9/18, 10:00 am – 12:00 pm

LinkedIn 101: Learn how to get Connected
You don't need to be a new grad or a job hunter to discover the great value in creating a LinkedIn profile. This workshop is for the beginner to the intermediate LinkedIn user. Learn what LinkedIn is, why people use it, and how faculty and students may connect in it. Pertinent facts and statistics about the current job search market, the key role social media recruiting plays, and how to maximize LinkedIn's potential for expanding your own professional network.
Friday, 11/23/18, 10:00 am - 11:30 am

LinkedIn 201: How to Use LinkedIn
Prerequisite: Registrants will already have a free LinkedIn account and are able to log into it.
You don't need to be a new grad or a job hunter to discover the power of creating a LinkedIn profile. This hands-on workshop is for the beginner to the intermediate LinkedIn user who has a free LinkedIn account (and is able to log into it). Learn what LinkedIn is, why people use it, and how faculty and students may connect in it. Techniques and steps on how to maximize LinkedIn's potential for expanding your own professional network will be explored.
Friday, 12/7/18, 10:00 am - 11:30 am

MxCC Distance Learning is located in Chapman 702/703
mxccdistance@mxcc.commnet.edu ~ 860-343-5756 ~ Monday to Friday 8:00 am —5:00 pm
Yi Guan-Raczkowski, Director of Distance Learning/Ed Tech   Sandra Couture, Educational Technology Specialist