2016 Summer Technology Institute

The Office of Professional Development is pleased to bring you the Summer Technology Institute 2016. These technology specific workshops are being offered during the summer to give you the opportunity to expand your knowledge, acquire new skills related to technological advancement, and leave you feeling better prepared when the busy fall semester begins.

These workshops are open to all full-time and adjunct Faculty, Administrators, Classified & Confidential staff, College Assistants & Adult Hourly employees.

Please register online at www.canyons.communityext.net. If you need help registering, or looking up your log-in information, please e-mail Chloe McGinley at chloe.mcginley@canyons.edu.

FLEX credit will available to all faculty who attend.

Have a great summer!
## Workshops at a Glance

Page numbers in **RED** indicate the workshop will be held at the **Canyon Country Campus** or **ONLINE**.

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Monday, June 6th
#843S Canvas Open Lab
3:00pm - 4:00pm
BONH-106
FLEX credit - 1 hour*
Strategic Goal: Technological Advancement
If you have completed both Canvas workshops and are currently building or have built your classes in Canvas, then this lab is for you! This open lab will have Canvas trainers available to answer your questions on how to build, navigate, and set up your courses. Please come in with your questions ready. Participants will be encouraged in the open lab to collaborate with colleges on each other’s courses.
Lab Prerequisite: Completion of Canvas Organization/Content & Communication/Assessment workshops.
*A maximum of 3 FLEX hours per year can be earned from Canvas Open Lab training.

Wednesday, June 8th
#842S Canvas Open Lab
9:00am - 11:00am
BONH-106
FLEX credit - up to 2 hours*
Strategic Goal: Technological Advancement
If you have completed both Canvas workshops and are currently building or have built your classes in Canvas, then this lab is for you! This open lab will have Canvas trainers available to answer your questions on how to build, navigate, and set up your courses. Please come in with your questions ready. Participants will be encouraged in the open lab to collaborate with colleges on each other’s courses.
Lab Prerequisite: Completion of Canvas Organization/Content & Communication/Assessment workshops.
*A maximum of 3 FLEX hours per year can be earned from Canvas Open Lab training.
Wednesday, June 8th
#849S Prezi Bootcamp 1: An Introduction to Prezi
1:00pm – 2:00PM
BONH -106
FLEX credit – 1 hour
Presenter: Justin Hunt
Strategic Goal: Technological Advancement
This is an introductory class for the new Prezi user aiming to create dynamic and informational presentations using Prezi as their instructional platform. Attend this workshop to learn how to use Prezi to:

- Make dynamic & slick presentations
- Add dimension, scale and depth to instruction
- Freshen up those stale power points
- Present from any computer ... No thumbdrives!!!
- Quick & Easy!

Learning Outcome: Participants will learn the basics of creating an effective presentation in Prezi.

Thursday, June 9th
#850S Smartphone Photography: Tips for Taking, Uploading, and Organizing Your Photos
11:00am – 12:00pm
MENH-145
FLEX credit – 1 hour
Presenter: Juan Renteria
At this workshop, you'll explore cell phone photography and learn the basics to create beautiful photographs with your camera phone. You'll start out by learning about the features, controls and limitations of your camera phone. We'll also discuss composition and talk about uploading / downloading, sharing images, online storage and Instagram.

Learning Outcome: Participants will learn basic techniques for taking photos with a smartphone, as well as photo storage management.
Thursday, June 9th  
#863S Section 508 Information Technology Compliance  
12:00pm - 1:00pm  
ONLINE - CCCConfer  
FLEX credit – 1 hour  
Presenter: Scott McAfee  
Strategic Goal: Technological Advancement  
Find out how to ensure that your departmental purchasing, usage, and design of information technology is compliant under Section 508 of the Rehabilitation Act. Learn how to make your web pages, electronic content, and software compliant with this state and federal law, known as Section 508. Learn what the law requires, how accessibility guidelines affect your department, and how to make sure your use of information technology is compliant.  
Learning Outcome:  
By the end of the workshop participants will be able to interpret Section 508 of the Rehabilitation Act and how it applies to COC courses, programs and services.  
Note: This workshop fulfills one of the three requirements for the COC Online Instructor Certificate.

Monday, June 13  
#709S Canvas Organization/Content  
2:00pm – 4:00pm  
BONH-106  
FLEX credit - 2 hours  
Presenter: Thea Alvarado  
Strategic Goal: Technological Advancement  
This workshop will compare the differences between Canvas and Blackboard. We will also examine how to create content (upload, add items, applications, etc.), implement class organization (syllabus, calendar, groups, etc.), and demonstrate the use of Canvas Commons.  
NOTE: Please register at least 24 hours in advance to allow time to create your Canvas shell.  
This workshop fulfills one of the required components for the Online Instructor Certificate.
Monday, June 13
#710S Canvas Communication/Assessment
4:00pm – 6:00pm
BONH-106
FLEX credit - 2 hours
Presenter: Thea Alvarado
Strategic Goal: Technological Advancement
This workshop will compare the differences between Canvas and Blackboard. We will also demonstrate the communication tools (Email, announcements, notifications, etc.) and explain student assessment (Tests, gradebook, feedback, etc.).

**NOTE:** Please register at least 24 hours in advance to allow time to create your Canvas shell.

*This workshop fulfills one of the required components for the [Online Instructor Certificate](#).*

Tuesday, June 14
#851S Prezi Bootcamp 2: Design, Edit & Manage your Prezi
11:00am – 12:00pm
BONH-106
FLEX credit – 1 hour
Presenter: Justin Hunt
Strategic Goal: Technological Advancement
This course assumes you’ve taken the basic Prezi course or have had at least a small amount of time with the software. Prezi Boot camp 2 is chiefly aimed at design philosophy and introduces some more intermediate to advanced components of Prezi. We will examine where any short comings may lie from the stand point of avid Power Point users, and how to leverage the full canvas in new and exciting ways for engaging visual presentations. We will also discuss background layers, parallax, sound integration, collaboration, and other multimedia techniques.

**Feel free to bring existing Prezi’s for the conversation!**

Learning Outcome: Participants will learn about the more advanced features of Prezi.
Tuesday, June 14

#852S Facilitate Live Online Meetings or Classes using WebEx!
11:00am – 12:00pm
BONH-106
FLEX credit – 1 hour
Presenter: Shawn Irwin

Strategic Goal: Technological Advancement

WebEx is a web conferencing solution for faculty, staff, and students that provides a space for live interaction and communication. You can use WebEx to conduct meetings, deliver lectures, engage in discussion, and have one-on-one sessions with students or colleagues. At this workshop, you will learn about this excellent tool and will receive step-by-step instructions on how to use WebEx to:

• Facilitate an audio conference
• Use the Interactive whiteboard space
• Create Polling questions and collect responses
• Engage in live text chat
• Archive sessions for attendees to participate at a later date, and
• Schedule an online meeting

Learning Outcome: Participants will be introduced to a web conferencing solution for faculty, staff, and students and become familiar with the steps to take to schedule a session of their own.

Wednesday, June 15

#711S Canvas Organization/Content
12:00pm – 2:00pm
BONH-106
FLEX credit - 2 hours
Presenter: Thea Alvarado

Strategic Goal: Technological Advancement

This workshop will compare the differences between Canvas and Blackboard. We will also examine how to create content (upload, add items, applications, etc.), implement class organization (syllabus, calendar, groups, etc.), and demonstrate the use of Canvas Commons.

NOTE: Please register at least 24 hours in advance to allow time to create your Canvas shell.

This workshop fulfills one of the required components for the Online Instructor Certificate.
Wednesday, June 15
#712S Canvas Communication/Assessment
2:00pm – 4:00pm
BONH-106
FLEX credit - 2 hours
Presenter: Thea Alvarado
Strategic Goal: Technological Advancement
This workshop will compare the differences between Canvas and Blackboard. We will also demonstrate the communication tools (Email, announcements, notifications, etc.) and explain student assessment (Tests, gradebook, feedback, etc.).
NOTE: Please register at least 24 hours in advance to allow time to create your Canvas shell.
This workshop fulfills one of the required components for the Online Instructor Certificate.

Thursday, June 16
#853S Web Design for Faculty in SharePoint
10:00am – 11:30am
BONH-106
FLEX credit – 1.5 hours
Presenter: Peter Hernandez
Learn the basics of SharePoint to easily create a new faculty website. If you’ve never used SharePoint before, this workshop will give you the tools you need to get started, from planning your webpage, to navigating the SharePoint program. You’ll learn how to:
• How to request a SharePoint site
• Access and Edit your Home Page
• Create new pages
• Work with text
• Insert pictures, links & tables
• Migrate content from an existing site to SharePoint & more!
Learning Outcome: Workshop participants will leave this workshop with a clear understanding and overview of SharePoint so that they can begin to create and edit their faculty web sites.
Friday, June 17th
#854S iOS/iPad Basics
11:00am – 12:00pm
BONH-106
FLEX credit – 1 hour
Presenter: Justin Smith
Is your iPad living up to its full potential? Attend this workshop to learn how to use your iPad to do things like:
- Connect with students and colleagues
- Create presentations and spreadsheets
- Access Microsoft Office and iWork files
- Organize and manage documents
- Connect to your work computer and department social networking sites
- And how to annotate PDFs from anywhere using your Pad!

Learning outcome: Workshop participants will learn about the iPads most useful features, settings and applications.

Monday, June 20th
#855S Section 508 Information Technology Compliance
2:00pm – 3:00pm
BONH -106
FLEX credit – 1 hour
Presenter: Scott McAfee
Strategic Goal: Technological Advancement
Find out how to ensure that your departmental purchasing, usage, and design of information technology is compliant under Section 508 of the Rehabilitation Act. Learn how to make your web pages, electronic content, and software compliant with this state and federal law, known as Section 508. Learn what the law requires, how accessibility guidelines affect your department, and how to make sure your use of information technology is compliant.

NOTE: This workshop fulfills one of the three requirements for the COC Online Instructor Certificate
Tuesday, June 21st
#856S Outlook Email Essentials
3:00pm – 4:30pm
HSLH 305
FLEX – 1.5 hours
Presenter: Renee Hall
Strategic Goal: Technological Advancement
Are you new to Outlook? Would you like to know more about what all the different tabs do? Want to know how to effectively use the program? In this Outlook tutorial, you will be taking step by step through the basics of Outlook, including:

- Composing, formatting & sending email
- How to set the importance level of an email
- Customizing your Inbox view & personal email settings
- Using the Address Book to find email addresses
- Creating your automated signature(s)
- Working with email attachments
- Setting up automatic response messages

Learning Outcome: Participants will learn about the basic functions of Outlook, including how to create/send emails, invite others to a meeting, book a room, set tasks and reminders, and create/set email signatures.

Wednesday, June 22nd
#857S JumpStart Photoshop
12:00pm – 1:50pm
HSLH 305
Presenter: Alan Strozer, CIT Instructor
FLEX credit – 2 hours
Strategic Goal: Teaching & Learning
In this workshop, participants will bypass all of the technical jargon and get right into creating fun and useful projects by assimilating a few basic Photoshop techniques. Project files will be provided. No experience required – just bring your imagination.

- Photo retouching, color correction, and enhancement
- Image healing and age reversal
- Type and text effects
- Layers
- The power of layer masks and non-destructive editing
- Layer styles and blending effects
- Clipping groups
- Paint like a pro without any artistic training
- Liquify: Adjust an image and create a caricature from a photo.
- Optimizing and saving images for the web (if time permits)

Learning Outcome: Workshop participants will learn how to complete some of the most frequently used image editing techniques in Photoshop.
Thursday, June 23rd

#858S Introduction to Cloud Storage: Dropbox & Google Drive
10:30am – 11:30am
BONH-106
FLEX credit – 1 hour
Presenter: Justin Hunt
Strategic Goal: Technological Advancement
Learn how to leverage Cloud Storage Services to be more efficient, effective, and impactful in the office! In this workshop, we’ll examine what exactly the cloud is, and how it works for data storage. We will discuss security, robustness and functionality in an open forum and have a closer examination of some more popular solutions, and how they could integrate in your daily routine.
Learning Outcome: Workshop participants will learn how to utilize the online data storage and sharing options available.

Thursday, June 23rd

#844S Canvas Open Lab
2:00pm - 3:00pm
BONH-106
FLEX credit - 1 hour*
Strategic Goal: Technological Advancement
If you have completed both Canvas workshops and are currently building or have built your classes in Canvas, then this lab is for you! This open lab will have Canvas trainers available to answer your questions on how to build, navigate, and set up your courses. Please come in with your questions ready. Participants will be encouraged in the open lab to collaborate with colleges on each other’s courses.
Lab Prerequisite: Completion of Canvas Organization/Content & Communication/Assessment workshops.
*A maximum of 3 FLEX hours per year can be earned from Canvas Open Lab training.
Friday, June 24th
#845S Canvas Open Lab
8:30am - 9:30am
BONH-106
FLEX credit - 1 hour*

**Strategic Goal: Technological Advancement**

If you have completed both Canvas workshops and are currently building or have built your classes in Canvas, then this lab is for you! This open lab will have Canvas trainers available to answer your questions on how to build, navigate, and set up your courses. Please come in with your questions ready. Participants will be encouraged in the open lab to collaborate with colleges on each other’s courses.

**Lab Prerequisite:** Completion of Canvas Organization/Content & Communication/Assessment workshops.

*A maximum of 3 FLEX hours per year can be earned from Canvas Open Lab training.*

Monday, June 27th
#859S Get to Know Your Digital Single Lens Reflex (DSLR) Camera
3:00pm – 4:00pm
MENH-145
FLEX credit – 1 hour
Presenter: Juan Renteria

At this workshop, you'll familiarize yourself with your DSLR Camera and learn how to make beautiful photographs in manual mode. You'll start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. We'll explore exposure controls and you'll learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You'll find out how to use these features to get the right exposure for every shot. We'll also discuss composition, downloading, storing and saving images.

**Learning Outcome:** Participants will learn how to use the basic features on a DSLR camera.

Monday, June 27th
#860S Office 2016 Overview
9:30am – 10:30am
BONH-106
FLEX credit – 1 hour
Presenter: Claudia Kirby

Come one, come all! Come and see Microsoft’s new Office 2016. Computer Support will begin the deployment of Office 2016 campus wide. Attend this workshop to find out what's new and different about Office 2016. We will give you a basic overview of what has changed in this new version of Office. Those in attendance can be the first to get Office 2016 installed on their machines.

**Learning Outcomes:** Attendees will become familiar with the new features of Office 2016.
Tuesday, June 28th
#713S Canvas Organization/Content
12:00pm – 2:00pm
BONH-106
FLEX credit - 2 hours
Presenter: Thea Alvarado
Strategic Goal: Technological Advancement
This workshop will compare the differences between Canvas and Blackboard. We will also examine how to create content (upload, add items, applications, etc.), implement class organization (syllabus, calendar, groups, etc.), and demonstrate the use of Canvas Commons.
NOTE: Please register at least 24 hours in advance to allow time to create your Canvas shell.
This workshop fulfills one of the required components for the Online Instructor Certificate.

Tuesday, June 28th
#714S Canvas Communication/Assessment
2:00pm – 4:00pm
BONH-106
FLEX credit - 2 hours
Presenter: Thea Alvarado
Strategic Goal: Technological Advancement
This workshop will compare the differences between Canvas and Blackboard. We will also demonstrate the communication tools (Email, announcements, notifications, etc.) and explain student assessment (Tests, gradebook, feedback, etc.).
NOTE: Please register at least 24 hours in advance to allow time to create your Canvas shell.
This workshop fulfills one of the required components for the Online Instructor Certificate.
Wednesday, June 29th
#846S Canvas Open Lab
11:00am - 12:00pm
BONH-106
FLEX credit - 1 hour*
Strategic Goal: Technological Advancement
If you have completed both Canvas workshops and are currently building or have built your classes in Canvas, then this lab is for you! This open lab will have Canvas trainers available to answer your questions on how to build, navigate, and set up your courses. Please come in with your questions ready. Participants will be encouraged in the open lab to collaborate with colleges on each other’s courses. Lab Prerequisite: Completion of Canvas Organization/Content & Communication/Assessment workshops.
*A maximum of 3 FLEX hours per year can be earned from Canvas Open Lab training.

Wednesday, June 29th
#861S Workplace Technology Efficiency
3:00pm – 4:00pm
BONH -106
FLEX credit – 1 hour
Presenter: Justin Hunt
Strategic Goal: Technological Advancement
This workshop will empower you with quick, simple techniques and shortcuts to transform you into a Power User. We will look at digital workflow from a holistic perspective and examine common repetitive tasks can be shortened, automated or wholly mitigated in the “Efficient User’s Workspace”. Open Forum for digital concerns and solutions is encouraged, bring your questions!
Learning Outcome: Participants will learn how to save time and effort by becoming more efficient in their use of workplace technology.

Thursday, June 30th
#862S Microsoft Access Basics
2:00pm – 3:30pm
HSLH-304
FLEX credit – 1.5 hours
Presenter: Renee Hall
Learn the basics of Access template databases, how to link tables, how to create queries to retrieve information you need and how to export that information into various formats for different reports. You’ll learn how to modify the design of a pre-existing template or database, what's the difference between spreadsheets and databases, and about online tutorials and support resources that are available to you.
Learning Outcome: Participants will receive an overview of the basic features of Microsoft Access.
Wednesday, July 6th  
#131F  Section 508 Information Technology Compliance  
1:00pm – 2:00pm  
ONLINE - CCCConfer  
FLEX credit – 1 hour  
Presenter: Scott McAfee  
Strategic Goal: Technological Advancement  
Find out how to ensure that your departmental purchasing, usage, and design of information technology is compliant under Section 508 of the Rehabilitation Act. Learn how to make your web pages, electronic content, and software compliant with this state and federal law, known as Section 508. Learn what the law requires, how accessibility guidelines affect your department, and how to make sure your use of information technology is compliant.  
Learning Outcome: By the end of the workshop participants will be able to interpret Section 508 of the Rehabilitation Act and how it applies to COC courses, programs and services.  
Note: This workshop fulfills one of the three requirements for the COC Online Instructor Certificate.  

Thursday, July 7th  
#132F  Prezi Bootcamp 1: An Introduction to Prezi  
10:00am – 11:00am  
BONH -106  
FLEX credit – 1 hour  
Presenter: Justin Hunt  
Strategic Goal: Technological Advancement  
This is an introductory class for the new Prezi user aiming to create dynamic and informational presentations using Prezi as their instructional platform. Attend this workshop to learn how to use Prezi to:  
- Make dynamic & slick presentations  
- Add dimension, scale and depth to instruction  
- Freshen up those stale power points  
- Present from any computer ... No thumbdrives!!!  
- Quick & Easy!  
Learning Outcome: Participants will learn the basics of creating an effective presentation in Prezi.
JULY, 2016

Monday, July 11th

#133F Beginning Microsoft Excel – Part 1 of 3
9:00am – 12:00pm
HSLH-133
FLEX credit – 3 hours
Presenters: Victor Jadaon & Melanie Lipman
Strategic Goal: Technological Advancement
This 3-hour workshop is designed for those who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets. Upon successful completion of this workshop, attendees will be able to: create a basic worksheet using Excel 2013; perform calculations in an Excel worksheet; modify and format an Excel worksheet; manage an Excel workbook; and print the contents of an Excel workbook.
Learning Outcome: By the end of the workshop participants will be able to use the features of Microsoft Excel 2013.

Tuesday, July 12th

#134F Beginning Microsoft Excel – Part 2 of 3
9:00am – 12:00pm
HSLH-133
FLEX credit – 3 hours
Presenters: Victor Jadaon & Melanie Lipman
Strategic Goal: Technological Advancement
This 3-hour workshop will cover topics such as add, divide, multiply, and subtract values by entering formulas into Excel 2013 worksheets. Other topics will include calculating with advanced formulas, an exploration of several of the most widely used functions available in Excel 2013, such as statistical, logical, financial, and date & time functions. Mail merge using Excel and Word will also be covered.
Learning Outcome: By the end of the workshop participants will be able to use the features of Microsoft Excel 2013.

Wednesday, July 13th

#135F Beginning Microsoft Excel – Part 3 of 3
9:00am – 12:00pm
HSLH-133
FLEX credit – 3 hours
Presenters: Victor Jadaon & Melanie Lipman
Strategic Goal: Technological Advancement
This 3-hour workshop covers more advanced features in Excel 2013. Topics will include creating embedded charts as well as creating charts as a new sheet, modifying charts, enhancing charts, and changing chart types that best represents the data. Finally, this workshop will cover creating PivotTable reports, PivotTable charts, and filtering data which can help to analyze numerical data.
Learning Outcome: By the end of the workshop participants will be able to use the features of Microsoft Excel 2013.
Wednesday, July 13th  
#136F NetSupport School  
2:00pm – 3:00pm  
BONH-106  
FLEX credit – 1 hour  
Presenter: Mauricio Escobar  
Strategic Goal: Technological Advancement  
This workshop will cover how to effectively collaborate & share screens with students in a classroom equipped with Netsupport, from sharing files to restricting web access ensuring complete student attention and focus. This workshop is sure to enhance the classroom experience for you and your students.  
Learning Outcome: Workshop participants will leave with a clear understanding of the functions and abilities of NetSupport for classroom use.

Thursday, July 14th  
#137F Essentials of Adobe Acrobat Pro  
1:00pm – 2:30pm  
BONH-106  
FLEX credit – 1.5 hours  
Presenter: Peter Hernandez  
This workshop will provide you with an introduction to the essential elements of Adobe Acrobat Pro. You will learn quick methods for rearranging, combining, and extracting PDF documents, how to add comments, highlight text, and use the markup and stamp tools. You will also learn how to work with bookmarks, and export information from existing PDFs into other formats.  
Learning Outcome: By the end of this class, participants will understand how to navigate and complete basic functions in the Adobe Acrobat Interface and use the Acrobat editing tools.
Monday, July 18th

#138F Datatel and Web Advisor for Beginners

10:00am – 10:30am

BONH-106

FLEX credit – 0.5 hours

Presenter: Faiqa Yazdani

Strategic Goal: Technological Advancement

This half hour workshop will guide you through logging into Datatel and Webadvisor. It will cover the concepts of creating requisitions, checking your leave amounts, and filing out an online leave request.

Learning Outcome: By the end of this session, participants will have learned how to log into the Datatel system, and it will cover: creating requisitions, checking your leave amounts, and filing out an online leave request.

NOTE: A Datatel login & password is required. If you do not have a Datatel login and password please go to this link http://mis.canyons.edu to complete an access request form. You will need to obtain the appropriate signatures and then return form to the MIS Department at least five days prior to the workshop.

Monday, July 18th

#139F Datatel and Web Advisor for Beginners (Administrators)

10:30am – 11:00am

BONH-106

FLEX credit – 0.5 hours

Presenter: Faiqa Yazdani

Strategic Goal: Technological Advancement

This session will guide you through logging into datatel and webadvisor. It will cover the concepts of creating and approving requisitions, checking your leave amounts, and filing out as well as approving online leave request.

Learning Outcome: By the end of this session, participants will have learned how to log into the Datatel system, and it will cover creating requisitions, checking your leave amounts, and filing out an online leave request.

NOTE: A Datatel login & password is required. If you do not have a Datatel login and password please go to this link http://mis.canyons.edu to complete an access request form. You will need to obtain the appropriate signatures and then return form to the MIS Department at least five days prior to the workshop.
Tuesday, July 19th  
**#140F Prezi Bootcamp 2: Design, Edit & Manage your Prezi**  
1:00pm – 2:00pm  
BONH -106  
FLEX credit – 1 hour  
Presenter: Justin Hunt  
Strategic Goal: Technological Advancement  
This course assumes you’ve taken the basic Prezi course or have had at least a small amount of time with the software.  
Prezi Boot camp 2 is chiefly aimed at design philosophy and introduces some more intermediate to advanced components of Prezi. We will examine where any shortcomings my lie from the stand point of an avid Power Point users, and how to leverage the full canvas in new and exciting ways for engaging visual presentations.  
We will also discuss background layers, parallax, sound integration, collaboration, and other multimedia techniques. **Feel free to bring existing Prezi’s for the conversation!**  
**Learning Outcome:** Participants will learn about the more advanced features of Prezi.

Wednesday, July 20th  
**#141F How To Get Information Up On The Campus Monitors**  
10:00am – 10:50am  
BONH-106  
FLEX credit – 1 hour  
Presenter: Wendy Trujillo  
Strategic Goal: Technological Advancement  
By now you’ve seen the monitors strategically placed around campus in heavily trafficked areas. They are a great way to get your message directly to students and campus visitors. Come learn about how you can utilize this marketing tool in the most effective way possible.  
This workshop will:  
- Show you how to request to have your event or information posted  
- Give you information about how to create slides to be posted  
- Give you tips to make sure what you post is as effective as possible  
- Talk about procedure and best practices  
**This workshop is great for** administrators, faculty, staff and student workers; anyone who may want to use this feature in the future.  
**Learning Outcome:** Participants will learn how to best utilize COC Campus Monitors
Thursday, July 21st  
#142F JumpStart Photoshop  
2:00pm – 3:50pm  
HSLH-305  
FLEX credit – 2 hours  
Presenter: Alan Strozer  
Strategic Goal: Technological Advancement  
In this workshop, participants will bypass all of the technical jargon and get right into creating fun and useful projects by assimilating a few basic Photoshop techniques. Project files will be provided. No experience required – just bring your imagination.  
•  Photo retouching, color correction, and enhancement  
•  Image healing and age reversal  
•  Type and text effects  
•  Layers  
•  The power of layer masks and non-destructive editing  
•  Layer styles and blending effects  
•  Clipping groups  
•  Paint like a pro without any artistic training  
•  Liquify: Adjust an image and create a caricature from a photo.  
•  Optimizing and saving images for the web (if time permits)  
Learning Outcome: Workshop participants will learn how to complete some of the most frequently used image editing techniques in Photoshop.

Friday, July 22nd  
#143F Facilitate Live Online Meetings or Classes using WebEx  
11:00am – 12:00pm  
Canyon Country Campus CCC-603  
FLEX credit – 1 hour  
Presenter: Be Phan  
Strategic Goal: Technological Advancement  
WebEx is a web conferencing solution for faculty, staff, and students that provides a space for live interaction and communication. You can use WebEx to conduct meetings, deliver lectures, engage in discussion, and have one-on-one sessions with students or colleagues. At this workshop, you will learn about this excellent tool and will receive step-by-step instructions on how to use WebEx to:  
•  Facilitate an audio conference  
•  Use the Interactive whiteboard space  
•  Create Polling questions and collect responses  
•  Engage in live text chat  
•  Archive sessions for attendees to participate at a later date, and  
•  Schedule an online meeting  
Learning Outcome: Participants will be introduced to a web conferencing solution for faculty, staff, and students to provide a space for live interaction and communication and will become familiar with the steps to take to schedule a session of their own.
Monday, July 25th  
**#144F Section 508 Information Technology Compliance**  
12:00pm – 1:00pm  
BONH -106  
FLEX credit – 1 hour  
Presenter: Scott McAfee

Strategic Goal: Technological Advancement  
Find out how to ensure that your departmental purchasing, usage, and design of information technology is compliant under Section 508 of the Rehabilitation Act. Learn how to make your web pages, electronic content, and software compliant with this state and federal law, known as Section 508. Learn what the law requires, how accessibility guidelines affect your department, and how to make sure your use of information technology is compliant.

Learning Outcome: By the end of the workshop participants will be able to interpret Section 508 of the Rehabilitation Act and how it applies to COC courses, programs and services.  
**Note:** This workshop fulfills one of the three requirements for the COC Online Instructor Certificate.

Tuesday, July 26th  
**#145F Essentials of Adobe Acrobat Pro**  
11:00am – 12:20pm  
Canyon Country Campus CCC-603  
FLEX credit – 1.5 hours  
Presenter: Peter Hernandez

Strategic Goal: Technological Advancement  
This workshop will provide you with an introduction to the essential elements of Adobe Acrobat Pro. You will learn quick methods for rearranging, combining, and extracting PDF documents, how to add comments, highlight text, and use the markup and stamp tools. You will also learn how to work with bookmarks, and export information from existing PDFs into other formats.

Learning Outcome: By the end of this class, participants will understand how to navigate and complete basic functions in the Adobe Acrobat Interface and use the Acrobat editing tools. Learning Outcome:
Tuesday, July 26th
#146F Smartphone Photography: Tips for Taking, Uploading, and Organizing Your Photos
2:30pm – 3:30pm
MENH-145
FLEX credit – 1 hour
Presenter: Juan Renteria
Strategic Goal: Technological Advancement
At this workshop, you'll explore cell phone photography and learn the basics to create beautiful photographs with your camera phone. You'll start out by learning about the features, controls and limitations of your camera phone. We'll also discuss composition and talk about uploading / downloading, sharing images, online storage and Instagram.
Learning Outcome: Participants will learn basic techniques for taking photos with a smartphone, as well as photo storage management.

Wednesday, July 27th
#147F Web Design for Faculty in SharePoint
12:30pm - 2:00pm
Canyon Country Campus CCC-603
FLEX credit- 1.5 hours
Presenter: Peter Hernandez
Strategic Goal: Technological Advancement
Learn the basics of SharePoint to easily create a new faculty website. If you’ve never used SharePoint before, this workshop will give you the tools you need to get started, from planning your webpage, to navigating the SharePoint program. You’ll learn how to:
• How to request a SharePoint site
• Access and Edit your Home Page
• Create new pages
• Work with text
• Insert pictures, links & tables
• Migrate content from an existing site to SharePoint & more!
Learning Outcome: Workshop participants will leave this workshop with a clear understanding and overview of SharePoint so that they can begin to create and edit their faculty web sites.
Thursday, July 28th

**#148F Outlook Mailbox Management**
2:00pm – 3:30pm
HSLH-304
FLEX credit – 1.5 hours
Presenter: Renee Hall

Strategic Goal: Technological Advancement
Are you overwhelmed by the tidal wave of email you get every day? Are you always receiving an “over limit” message in your mailbox? Come to this workshop and learn how you can manage your email more effectively and get your e-mail folders organized for the fall semester! This workshop will cover how to:

- tag messages for follow-up
- use advanced delivery options, Search folders, and Quick Steps
- create Rules and Automatic Replies
- create personal folder files that do not count against your storage quota
- delete and recover Outlook items
- learn how AutoArchive works
- learn to manually archive files and folders

Learning Outcome: Come to this workshop and learn how you can manage your email more effectively.

Friday, July 29th

**#149F Introduction to Cloud Storage: Dropbox & Google Drive**
9:00am – 10:00am
BONH -106
FLEX credit – 1 hour
Presenter: Justin Hunt

Strategic Goal: Technological Advancement
Learn how to leverage Cloud Storage Services to be more efficient, effective, and impactful in the office! In this workshop, we’ll examine what exactly the cloud is, and how it works for data storage. We will discuss security, robustness and functionality in an open forum and have a closer examination of some more popular solutions, and how they could integrate in your daily routine.

Learning Outcome: Workshop participants will learn how to utilize the online data storage and sharing options available.
Monday, August 1st
#150F NetSupport School
11:00am – 12:00am
Canyon Country Campus CCC-603
FLEX credit – 1 hour
Presenter: Claudia Kirby
Strategic Goal: Technological Advancement
This workshop will cover how to effectively collaborate & share screens with students in a classroom equipped with NetSupport, from sharing files to restricting web access ensuring complete student attention and focus. This workshop is sure to enhance the classroom experience for you and your students.
Learning Outcome: Workshop participants will leave with a clear understanding of the functions and abilities of NetSupport for classroom use.

Tuesday, August 2nd
#161F Outlook Calendar & Tasks
2:30pm – 4:00pm
HSLH-304
FLEX – 1.5 hours
Presenter: Renee Hall
Strategic Goal: Technological Advancement
Outlook calendar can be a powerful tool for managing your day. Its features offer organizational tools that are easy for the novice to use, yet powerful enough for the busy manager. In this workshop, you’ll learn how to get the most out of Outlook. Topics will include how to make appointments in Outlook, organize your calendar, change preferences and views, share calendars with others, make meeting requests, check attendee availability, manage tasks & the to do plane and more.
Learning Outcome: Workshop participants will learn how effectively use Microsoft Outlook calendar and task features to make meetings with others, color code their appointments, and share their calendars with co-workers and more.
Wednesday, August 3rd

#151F Library Online Resources: Ask what your library can do for you!

12:30pm – 1:50pm
BONH-106
FLEX credit – 1.5 hours
Presenter: Ron Karlin

Strategic Goal: Teaching & Learning

Discover the many online resources available for faculty and staff members through the COC Library! At this workshop, you will learn:

- How to search and utilize the library’s rich collection of resources, including books and electronic databases
- How to find articles from over 3000 publications by using the library’s electronic database.
- How to integrate information found in these resources into your curriculum.

Learning Outcome: Participants will leave this workshop with a knowledge of the research resources available through the COC Library.

Thursday, August 4th

#152F Get to Know Your Digital Single Lens Reflex (DSLR) Camera

12:00pm – 1:00pm
MENH-145
FLEX credit – 1 hour
Presenter: Juan Renteria

Strategic Goal: Teaching & Learning

At this workshop, you'll familiarize yourself with your DSLR Camera and learn how to make beautiful photographs in manual mode. You'll start out by learning about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy. We'll explore exposure controls and you'll learn about metering, exposure compensation, managing aperture, shutter speed, and ISO. You'll find out how to use these features to get the right exposure for every shot. We'll also discuss composition, downloading, storing and saving images.

Learning Outcome: Participants will learn how to use the basic features on a DSLR camera.
Monday, August 8th
#153F Workplace Technology Efficiency
9:30am – 10:30am
BONH -106
FLEX credit – 1 hour
Presenter: Justin Hunt
Strategic Goal: Technological Advancement
This workshop will empower you with quick, simple techniques and shortcuts to transform you into a Power User. We will look at digital workflow from a holistic perspective and examine common repetitive tasks can be shortened, automated or wholly mitigated in the “Efficient User’s Workspace”. Open Forum for digital concerns and solutions is encouraged, bring your questions!
Learning Outcome: Participants will learn how to save time and effort by becoming more efficient in their use of workplace technology.

Monday, August 8th
#154F Office 2016 Overview
11:30am – 12:30pm
BONH-106
FLEX credit – 1 hour
Presenter: Mauricio Escobar
Strategic Goal: Technological Advancement
Come one, come all! Come and see Microsoft’s new Office 2016. Computer Support will begin the deployment of Office 2016 campus wide. Attend this workshop to find out what's new and different about Office 2016. We will give you a basic overview of what has changed in this new version of Office. Those in attendance can be the first to get Office 2016 installed on their machines.
Learning Outcomes: Attendees will become familiar with the new features of Office 2016.
Tuesday, August 9th
#155F Section 508 Information Technology Compliance
11:00am – 12:00pm
ONLINE- CCCConfer
FLEX credit – 1 hour
Presenter: Scott McAfee
Strategic Goal: Technological Advancement
Find out how to ensure that your departmental purchasing, usage, and design of information technology is compliant under Section 508 of the Rehabilitation Act. Learn how to make your web pages, electronic content, and software compliant with this state and federal law, known as Section 508. Learn what the law requires, how accessibility guidelines affect your department, and how to make sure your use of information technology is compliant.
Learning Outcome: By the end of the workshop participants will be able to interpret Section 508 of the Rehabilitation Act and how it applies to COC courses, programs and services.
Note: This workshop fulfills one of the three requirements for the COC Online Instructor Certificate.

Tuesday, August 9th
#156F Introduction to Open Educational Resources (OER)
1:00pm – 1:50pm
BONH-106
FLEX credit – 1 hour
Presenter: James Glapa-Grossklag
Strategic Goal: Teaching & Learning
An increasingly proven way to lower student costs and support faculty innovation is to adopt Open Educational Resources (OER). In this session, participants will learn about the wide variety of ways colleges are implementing OER to benefit students as well as how and where they can find high-quality, peer-reviewed OER. Why do educators support open education? What does research tell us about the efficacy of OER? Where can you find quality OER?
Learning Outcomes:
1. Describe why educators use OER
2. Identify where you can find OER
3. Summarize research findings about the efficacy of OER
Wednesday, August 10th

**#157F Open Educational Resources: What’s Next?**

11:00am – 11:50am  
BONH-106  
FLEX credit – 1 hour  
Presenter: James Glapa-Grossklag  
Strategic Goal: Teaching & Learning  
If you're familiar with the concept of Open Educational Resources (OER), but wonder what’s next at COC and other colleges, this workshop if for you. You'll learn about OER-degrees being developed around the US, hear about steps taken to support an OER-degree at COC, and find out what current research tells us about the efficacy of OER.  
Learning Outcomes:  
1. Describe efforts to develop OER-based degrees across the US  
2. Identify the steps that have been taken to develop an OER-degree at COC  
2. Summarize research findings about the efficacy of OER

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Wednesday, August 10th

**#158F iOS/iPad Basics workshop**

2:00pm – 3:00pm  
BONH-106  
FLEX credit – 1 hour  
Presenter: Justin Smith  
Strategic Goal: Technological Advancement  
Is your iPad living up to its full potential? Attend this workshop to learn how to use your iPad to do things like:  
- Connect with students and colleagues  
- Create presentations and spreadsheets  
- Access Microsoft Office and iWork files  
- Organize and manage documents  
- Connect to your work computer and department social networking sites  
- And how to annotate PDFs from anywhere using your Pad!  
Learning outcome: Workshop participants will learn about the iPads most useful features, settings and applications.
Thursday, August 11th

#159F Introduction to Open Licensing for OER
9:30am – 10:20am
BONH-106
FLEX credit – 1 hour
Presenter: James Glapa-Grossklag
Strategic Goal: Teaching & Learning
A key element of Open Educational Resources is using a license that permits content to be freely used, re-mixed, and shared. In this session, you will learn the basics of open licensing. What types of open licenses exist? What are the consequences of using different licenses? How do you search for content with an open license?
Learning Outcomes:
1. Identify the major types of open licenses.
3. Describe how to search for content with an open license.

Thursday, August 11th

#160F Datatel WEBUI 4.5 Requisition Training
10:30am – 12:00am
BONH -106
FLEX credit – 1.5 hours
Presenters: April Graham, Colette Blanchard & Nancy Shamrock
Strategic Goal: Technological Advancement
This workshop is a must for all individuals who enter purchase requisitions in Datatel. Whether you have attended a class in the past or have been entering purchase requisitions for years, we encourage ALL initiators to attend this updated workshop. The workshop is designed to teach and refresh initiators to enter and track purchase requisitions in Datatel Web UI 4.5 from beginning to end. This workshop will also provide the initiator with helpful tips on how you can help provide a smooth transition from requisition to purchase order in a timely manner. In addition, there will be a brief tutorial on simple financial inquiries and reports. Helpful handouts will be provided.
NOTE: A Datatel login & password is required. If you do not have a Datatel login and password please go to this link http://mis.canyons.edu to complete an access request form. You will need to obtain the appropriate signatures and then return form to the MIS Department at least five days prior to the workshop.