

November 2009 *These sessions will be held in the Training Lab on the Point Loma campus unless otherwise noted.*
Computer Training Schedule

| Class | Schedule | Overview |
|---|---|--|
| ADOBE CONNECT: Communication | Mon, 11/30, 1-2:30 pm | <i>Using audio, video, and chat: body language in the bandwidth, audio over VOIP or conference phone, content/instructor/student video, ways to use chat.</i> |
| ADOBE CONNECT: Introduction for Instructors (Prerequisite for all other Adobe Connect trainings.) | Mon, 11/23, 3-4:30 pm Tues, 11/23, 10-11:30 am | <i>Learn how you can use Adobe Connect to meet with students outside of class: video, attendee list, chat, screen sharing, file sharing, polling, using layouts.</i> |
| CMS: Editing PLNU's Site-Fundamentals (Prerequisite for all other CMS trainings.) | Mon, 11/2, 1-2:30 pm Tues, 11/3, 8-9:30 am | <i>Log into the CMS, update text, and add pages to your area of the PLNU Web site.</i> |
| CMS: Online Forms and Questionnaires | Tues, 11/17, 8-9:30 am Wed, 11/18, 10-11:30 am | <i>Design online forms and questionnaires that will compile information and notify you of any submissions.</i> |
| CMS: Open Lab | Fri, 11/20, 1-3 pm | <i>Reserve a 30-minute block of time to meet with a trainer to ask questions or work on problem areas.</i> |
| CMS: Pictures and Digital Assets | Wed, 11/11, 1-2:30 pm | <i>Organize digital assets (pdf's and images) and insert correctly-formatted/compressed images into your PLNU Web pages.</i> |
| CX (CARS): QuickMate and Searching | Wed, 11/4, 8-9:30 am | <i>Log into CX (CARS), become familiar with the user interface, and gain experience finding existing records.</i> |
| CX (CARS): Updating Records (QuickMate and Searching is a prerequisite.) | Wed, 11/4, 10-11:30 am | <i>Maintain and update CX (CARS) records; emphasis will be on address mainenance, alternate names, and related records.</i> |
| ECLASS: Assistance in YOUR Office Student Technology Assistance Resource | By appointment. | <i>Call x3280 or e-mail for an appointment in your office--for answers to specific questions and help setting up your online Eclass course.</i> |
| ECLASS: Building Courses | Tues, 11/17, 10-11:30 am Thurs, 11/19, 1-2:30 pm | <i>Design course menu and create course structure to align with content; add various types of materials and links.</i> |
| ECLASS: Creating and Collecting Assignments | Tues, 11/10, 8-9:30 am | <i>Create and deploy Assignments; discuss integration with Grade Center as well as methods of providing feedback to students from within a course.</i> |
| ECLASS: Early Warning System, Performance Dashboard, and Tracking Reports | Tues, 11/17, 1-2:30 pm Wed, 11/18, 8-9:30 am | <i>Notify students about grade performance/missing work; set up quick views of student performance; view reports on course activity.</i> |
| ECLASS: Grade Center - Mastering the Basics | Thurs, 11/5, 10-11:30 am Fri, 11/6, 10-11:30 am | <i>Preview the Full Grade Center View and Information Bar, set basic views, edit grading schema, create categories, add new columns with settings, manage column organization, create smart views, and more.</i> |
| ECLASS: Grade Center - Using Weighted Grades | Thurs, 11/19, 10-11:30 am Mon, 11/23, 1-2:30 pm | <i>Create Calculated Columns and set up column information for the Weighted Total column based on items or categories.</i> |
| ECLASS: Tracking Attendance in Grade Center | Tues, 11/24, 8-9:30 am | <i>Learn simple methods for using Excel to integrate with Grade Center and track attendance.</i> |
| ECLASS: Using Course Tools | Thurs, 11/12, 1-2:30 pm Fri, 11/13, 10-11:30 am | <i>Overview of tools with emphasis on those most frequently used.</i> |
| OFFICE 2007: Excel - Designing Worksheets | Wed, 11/18, 1-2:30 pm | <i>Navigate and enter data, add simple formulas, preview and print.</i> |
| OFFICE 2007: Excel - Formatting Worksheets | Fri, 11/20, 10-11:30 am | <i>Set conditional formatting, sort and filter data, and link worksheets and workbooks.</i> |
| OFFICE 2007: Outlook - Advanced Mail Options | Mon, 11/30, 8-9:30 am | <i>Improve workflow and productivity in Outlook as it relates to e-mail; work with attachments, use Navigation Pane shortcuts, create/update mail signatures, and more.</i> |
| OFFICE 2007: Outlook - Managing Mailbox Size | Mon, 11/16, 8-9:30 am | <i>Manage mailbox size using Outlook's Search Folders and archiving features.</i> |
| OFFICE 2007: Outlook - Open Lab | Thurs, 11/12, 8-10 am Mon, 11/23, 8-10 am | <i>Reserve a 30-minute block of time to meet with a trainer to ask questions or work on problem areas.</i> |

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| OFFICE 2007: PowerPoint - Basics | Thurs, 11/5, 8-9:30 am Fri, 11/6, 1-2:30 pm | <i>Select layout and design, create a slide master, use outline view, work with objects, and add simple animations and transitions.</i> |
| OFFICE 2007: Word - Multipage Documents | Tues, 11/24, 1-2:30 pm | <i>Format long documents using Section Breaks and Page Breaks, Headers and Footers, Footnotes and Endnotes.</i> |
| PORTAL: Group Query | Tues, 11/3, 10-11:30 am | <i>Use Group Query to create an Excel file of people from the CX (CARS) database by defining matches through the use of Include, Exclude, and Filter criteria; this Excel file can then be used to create a mail merge.</i> |

**To reserve a space in any class, please e-mail Training@pointloma.edu.
Schedule subject to change; additional classes may be added.**