

## **TLC Training Fall, 2008 – Spring, 2009**

### **July, 2008**

**Custom Trainings:** For Gough St. Creating a Table of Contents, and more advanced Word.

### **August, 2008**

- **Thursday, August 14, 2008** - Update your Contribute Site 10-12, Batmale 313
- **Monday, August 18, 2008** - Print Your Classlists (Drop-in session), 10-12, L313
- **Thursday, August 21, 2008** - Your CCSF Accts/Computer Skills for Online Tools, 1:30-3:30, L313
- **Friday, August 22, 2008** - Moodle Overview, 1-3, L313
- **Tuesday, August 26, 2008** - GroupWise Windows, 1-3, L313
- **Wednesday, August 27, 2008** - GroupWise Web 2:00-4:00, L313
- **Friday, August 29, 2008** - Your CCSF Accts/Computer Skills for Online Tools, 10-12, L313

### **September, 2008**

- **Thursday, September 4, 2008** - Images for the Web, 1:30-3:30 pm, Batmale 313.
- **Friday, September 5, 2008** - Images for the Web, 10- 12, Batmale 313.
- **Tuesday, September 9, 2008** - CCSF Computer Skills, 1:30-4:00, Batmale 313 (repeated on 9/10)
- **Wednesday, September 10, 2008** - CCSF Computer Skills, 1:30-4:00, Batmale 313 (repeat of 9/9)
- **Tuesday, September 16,** - Contribute I, 1:30-4:00 L313 , Pre-reg by August 22, 2008
- **Monday, September 22,** - **EasyGrade Pro**, 2-4, L313 (Katarina Mijatovic)
- **Tuesday, September 23,** - Contribute II, 1:30-4:00 L313 , Pre-reg by August 22, 2008

### **October, 2008**

- **Wednesday, October 1, 2008** - CCSF Skills for Online Teaching Tools, 2-4, Batmale 313 New Prepare to Get Insight Series
- **Friday, October 3, 2008** - Using Free Web Resources for Second Language Teaching & Learning, 2-4 p.m., Batmale 313
- **Monday, October 6, 2008** - Formatting Images for the Web with PhotoShop, 1:30-3:30, Batmale 313. Prepare to Get Insight Series
- **Tuesday, October 7, 2008** - Correcting Bad Habits in Word, 1:30-3:30, Batmale 313.
- **Friday, October 17, 2008** - Basic HTML for Moodlers 1:30-3:30, Batmale 313 Prepare to Get Insight Series
- **Tuesday, October 28** - PowerPoint I: The Basics, 1:30-3:30, Batmale 313
- **Wednesday, October 29** - Converting a Word Document to PDF, 12-1, Batmale 313 Prepare to Get Insight Series

- **Thursday, October 30** - CCSF Skills for Online Tools, 1:30-3:30, L313  
newPrepare to Get Insight Series

## November

- **Tuesday, November 4** - PowerPoint II: Pictures and PPT, 1:30-3:30, Batmale 313
- **Thursday, November 6** - Formatting Images for the Web, Word, and PPT, 1:30-3:30, Batmale 313 - Prepare to Get Insight Series
- **Tuesday, November 11** - PowerPoint III: Animations, 1:30-3:30, Batmale 313
- **Thursday, November 13** - Basic HTML (for Moodlers), 1:30-3:30, Batmale 313
- **Tuesday, November 18** - PowerPoint IV: PPT on the Web, 1:30-3:30, Batmale 313.
- **Wednesday, November 19** - Update your Contribute Site, 10-12, Batmale 313
- **Thursday, November 20**, Converting a Word Document to PDF, 12-1, Batmale 313 Prepare to Get Insight Series

## December

- **Monday, December 1, 2008** - Audacity, 1:00- 2:30, Batmale 313
- **Friday December 5, 2008** - Computer Skills for Contribute , 1:30-4, Batmale 313
- **Tuesday, December 9, 2008** - Audacity, 3:00- 4:30, Batmale 313 [Repeat of Dec. 1 workshop]
- **Wednesday, December 10** - Update your Contribute Site, 1:30-3:30, L313
- **Friday December 12, 2008** - Create an Instructional Website with Contribute (Two sessions = a complete website)
  - Contribute I, 9:30- 12, L313
  - Contribute II, 1:30-4:00 L313 , Pre-reg by November 21, 2008

## January 2009

- **Monday, January 5, 2009** - MS Word: Old Habits, New Considerations [formerly know as Correcting Bad Habits in Word] - 10-12, L313
- **Monday, January 5, 2009** - Making Better Handouts in Word - 1:30-3:30, L313
- **Tuesday, January 6, 2009** - Intro to iGoogle and Google Docs - 10-12, L313
- **Tuesday, January 6, 2009** - WhoseSpace? Blogging for Education: Overview, 1:00-2:00 p.m., Batmale 313
- **Tuesday, January 6, 2009** - Setting up your Blog, 2:00 - 3:30 p.m., Batmale 313
- **Wednesday, January 7, 2009** - New GroupWise Web (7.0)- 10-12, Batmale 313
- **Wednesday, January 7, 2009** - Free Online Animation Makers to Enhance and Stimulate Language Teaching & Learning, 2-4 p.m., Batmale 313.
- **Thursday, January 8, 2009** - Update your Contribute Website, 10-12, Batmale 313
- **Tuesday, January 13, 2009**- Your CCSF Accounts, 1:30--3:30, Batmale 313
- **Wednesday, January 14, 2009** - New GroupWise Web 7.0 , 1:00-3:00
- **Wednesday, January 21, 2009** - Your CCSF Accounts, 1:00--3:00, Batmale 313

- **Thursday, January 22, 2009** - New GroupWise Web 7.0 , 1:30-3:30, Batmale 313
- **Wednesday, January 28, 2009** - New GroupWise Web 7.0, 10-12, Batmale 313
- **Thursday, January 29, 2009** - Hot Potatoes - Create Activities for the Web and for Moodle, 1:30-3:30, Batmale 313
- **Friday, January 30, 2009** - Skills for Online Tools , 1:00-3:00 , Batmale 313

### February 2009

- **CUSTOM TRAININGS :Counselors: GroupWise Web 7.0** (February – 3 sessions)
- **Tuesday, February 17, 2009** - Cloud Computing: iGoogle and Google Docs, 10-12, Batmale 313.
- **2 SATURDAYS, February 21 and 28, 2009** - PhotoShop I, 10 a.m.- 1 p.m., Batmale 313.

### March 2009

- **SATURDAY, March 7, 2009** - PhotoShop II, 10 a.m.- 1 p.m., Batmale 313. Join CCSF
- **Tuesday, March 17, 2009** - Audacity, 2-4, Batmale 313
- **3 Overview Sessions – EMG for new CMS**

### April 2009

- **Monday, April 27, 2009** - Brainstorming Session! Get Organized [ New CCSF Website]10-12 OR 1:30-3:30, Batmale 313
- **Tuesday, April 28, 2009** - Brainstorming Session! Get Organized [ New CCSF Website] , 10-12, Batmale 313 Wednesday,
- **April 29, 2009** - Brainstorming Session! Get Organized [ New CCSF Website], 10-12, Batmale 313

### May 2009

- **May 3-May 7** – EMG Hands-on Training for new CMS [9 sessions]
- **Monday, May 11, 2009** - CCSF New Website Drop-in Help, 10-12, Batmale 313
- **Tuesday May 12, 2009** -CCSF New Website Drop-in Help, 9:30-12, Batmale 313  
[Attendees must have CMS accounts and must have attended an EMG training session.]
- **Wednesday, May 13, 2009** - CCSF New Website Drop-in Help, 1:00-3:30, Batmale 313  
[Attendees must have CMS accounts and must have attended an EMG training session.]
- **Thursday, May 14, 2009** - CCSF New Website Drop-in Help, 10-12; 1-3, Batmale 313  
[Attendees must have CMS accounts and must have attended an EMG training session.]

- **Tuesday, May 19, 2009** - LAST CHANCE! Get your Stuff out of WebCT, 10-12, Batmale 313
- **Wednesday, May 20, 2009** - LAST CHANCE! Get your Stuff out of WebCT, 1-3, Batmale 313
- **Tuesday, May 26, 2009** - LAST CHANCE! Get your Stuff out of WebCT. 10-12, Batmale 313
- **Tuesday, May 26, 2009** - CMS Drop-in Help, 1-3, Batmale 313
- ~~Wednesday, May 27, 2009 - Gmail, 10-12, Batmale 313~~ [Cancelled due to budget cuts]
- ~~Wednesday, May 27, 2009 - iGoogle & Google Apps, 2-4, Batmale 313~~ [Cancelled due to budget cuts]
- **Thursday, May 28, 2009** - Skills for Insight/Moodle, 10-12, Batmale 313
- **Thursday, May 28, 2009** - Google Forms, 2-4, Batmale 313
- **Friday, May 29, 2009** - GroupWise: Setting up Rules [Vacation Messages, Forwarding messages], 9:30- 11:30, Batmale 313.

## June 2009

- **Monday, June 1, 2009** - Preparing Images for the Web, Email, PPT, 1-3, Batmale 313
- **Tuesday, June 2, 2009** - New Website [CMS] Selected Topics (TBA- check back for details), 1:30-3:30, Batmale 313 [Attendees must be part of the Pilot group that has attended training.]
- **Wednesday, June 3, 2009** - New Website [CMS] Selected Topics, 10-12, Batmale 313 [Attendees must be part of the Pilot group that has attended training.]
- **Thursday, June 4, 2009** - Emailing your Students in GroupWise, 1:30-3:30, Batmale 313
- **Friday, June 5, 2009** - LAST CHANCE! Get your Stuff out of WebCT , 10-12, Batmale 313
- **Monday, June 8, 2009** - Moodle I: Getting Started, 10-12, Batmale 313 [This workshop is a prerequisite for all other Moodle workshops.]
- **Monday, June 8, 2009** - Moodle II: Roles and forums, 2-4, Batmale 313
- **Tuesday, June 9, 2009** - Moodle III: Moodle Books, 10-12, Batmale 313
- **Tuesday, June 9, 2009** - Moodle IV: Quizzes and Question Bank, 2-4, Batmale 313
- **Wednesday, June 10, 2009** - Moodle V: Moodle Gradebook, 10-12, Batmale 313
- **Thursday, June 11, 2009** - Wimba Voice Tools for Moodle, 10-11:30, DEMO (Hands-on for those with Moodle accounts), Batmale 313
- **Thursday, June 11, 2009** - Moodle Drop-In Help, 2-4, Batmale 313
- **Friday, June 12, 2009** - Hot Potatoes: Create quizzes for the web and for Moodle, 10-12, Batmale 313