

Hartnell Community College Faculty and Staff

Class Name	Day	Date	Time	Location	Total Time
Define Your Web Presence	M	10/4/2010	3pm	TR	30 min
Building Your Website	Fri	10/8/2010	10am	TR	1hr
Building Your Course Shell	W	10/13/2010	11am	TR	1hr
Create Fillable Forms	Fri	10/15/2010	3pm	TR	1hr
Camtasia (record your computer screen)	Tue	10/19/2010	2pm	TR	1hr
Online Teaching Tools (scanners, Camtasia, etc.)	M	10/25/2010	10am	TR	1hr
Hartnell's Student Gmail	W	10/27/2010	2pm	TR	30 min
Excel for Budgets	Fri	10/29/2010	2pm	TR	1hr
Digital Photography: The basics	Tue	11/2/2010	2pm	TR	1hr
Photoshop Elements: Editing your images	Fri	11/5/2010	2pm	TR	1hr
Groupwise: Refresher Q&A session	W	11/10/2010	9am	TR	1hr
Groupwise: What's New in Version 8	Th	11/11/2010	10am	TR	1hr
<p style="text-align: center;">There is no need to sign up for class. Please just come on by and we can learn together.</p>		<p style="text-align: center;">Please call if you have any questions: Cassidy Porter ext. 6772 cporter@hartnell.edu *TR = FRC Training Room, Library 116</p>			
<p style="text-align: center;">All of these sessions are FLEX approved, except Hartnell's Student Gmail. You can receive 1 hr flex credit if you have not attended that session in the last 12 months.</p>					

Faculty & Staff Training Descriptions–Fall 2010

Email

GroupWise Refresher: Q&A – Sign up for a one hour of Q&A on Hartnell's new email set-up. You can take this course mul

Groupwise: Whats new in Version 8-- In our testing of GW8, we've found a number of new features we like. There's a lot of new things to see.

Define Your Web Presence – We will discuss the best way for you to make a presence online. You can create a website, fill in the 5-minute Homepage, or get a course shell in eCollege. After you decide which medium you would like, you can advance to

Building Your Website -- Once you have the 5-minute Homepage and want to provide your students with more content such as PowerPoint lectures, chapter notes, and/or other supporting materials, it is time for a website. Using a basic template and Dreamweaver

Building Your Course Shell -- Once you have out grown the basic webpage presence and want to provide your students with more content such as PowerPoint lectures, chapter notes and other supporting materials, you will move to eCollege. Using the

Fill able Forms -- (recommended especially for administrative staff!) Create Fill able Forms with Microsoft Word, Save them as PDF's
Materials Required: Bring a working document that you would like to make into a fill able form.

Online Teaching Tools -- Basic overview course providing foundational information regarding distance education and online course development. Students will sign up for courses and learn of supporting resources for online course development such as

Hartnell's Gmail -- Come see what your students are using. Explore how to login to Gmail, what Gmail can do for them, how they access Google docs, and other features of Hartnell's new student email program.

Excel for a budget -- Use formatting and simple formulas to help you track expenses.

Camtasia -- Camtasia is a software application that lets you record your computer screen. Convert it to a video that you can show

Digital Photography

Digital Photography: What you need to know about the basics – In this session you will learn some of the basics of digital

Photoshop Elements – Bring your images in an electronic format to this session and learn how to enhance, format and tweak your photos using this software. Learn about the tools and features available in Elements to help you make the most of your images. (This course will be an overview and quick examples, follow-up appointments are recommended)