INSTRUCTIONAL INNOVATION CENTER

TRAINING CALENDAR

May 2020

Find Zoom links in AlamoTalent!!

DATE	TIME	TECHNOLOGY WORKSHOPS	DESCRIPTION	PLACE
5/5	11:00 AM - 12:00 PM	Canvas Tools-Pick Your Topic	Pick your topics of focus, ie Quizzes, Grades, Assignments. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/6	11:00 AM - 12:00 PM	Zoom Training	Learn how to create a meeting for video and audio conferencing; start a meeting; and record a meeting. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/7	1:00 PM - 2:00 PM	Office 365/One Drive	Learn how to access Office 365 and how to store and share work files safely with One Drive.	Online via Zoom
5/8	10:00 AM - 11:00 AM	4DX Overview	Learn 4 Disciplines of Execution; differences between wildly important goals; formulate/act on lead measures; keep a compelling scoreboard	Online via Zoom
5/8	11:00 AM - 12:00 AM	my4DX.com	For team leads of a WIG Board - clarify questions and learn how to use the my4DX system for reporting purposes.	Online via Zoom
5/11	11:00 AM - 12:00 AM	Office 365/One Drive	Learn how to access Office 365 and how to store and share work files safely with One Drive.	Online via Zoom
5/13	11:00 AM - 12:00 PM	Canvas Tools-Pick Your Topic	Pick your topics of focus, ie Quizzes, Grades, Assignments. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/14	1:00 PM - 2:00 PM	Zoom Training	Learn how to create a meeting for video and audio conferencing; start a meeting; and record a meeting. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/18	10:30 AM - 11:30 AM	Zoom Training	Learn how to create a meeting for video and audio conferencing; start a meeting; and record a meeting. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/19	11:00 AM - 12:00 PM	Office 365/One Drive	Learn how to access Office 365 and how to store and share work files safely with One Drive.	Online via Zoom
5/19	1:00 PM - 2:00 PM	BioSig ID Training	BioSig-ID is the enabling technology supporting verification of identity for online students.	Online via Zoom
5/21	11:00 AM - 12:00 PM	Canvas Tools-Pick Your Topic	Pick your topics of focus, ie Quizzes, Grades, Assignments. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/25	1:00 PM - 2:00 PM	Canvas Tools-Pick Your Topic	Pick your topics of focus, ie Quizzes, Grades, Assignments. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/25	1:30 PM - 3:00 PM	SAC Website Content Author Training	Learn the basic skills and understanding needed to modify the SAC departments website page. Note: for those chosen by Chairs/Directors to serve as "Content Authors."	Online via Zoom
5/26	11:00 AM - 12:00 PM	Zoom Training	Learn how to create a meeting for video and audio conferencing; start a meeting; and record a meeting. Stay for an overview or ask a question as your schedule allows.	Online via Zoom
5/27	1:00 PM - 2:00 PM	Office 365/One Drive	Learn how to access Office 365 and how to store and share work files safely with One Drive.	Online via Zoom
5/28	1:30 PM - 2:30 PM	Paperless Techniques Workshop	Learn how to use paperless processes to streamline workflow, reduce waste and increase efficiency.	Online via Zoom

Register in AlamoTalent!! Login to ACES > Employee tab > AlamoTalent > Q Search for the

training title > Click desired title to view available sessions > Scroll down to view dates > Click Request