

Training & Tools

The Educational & Instructional eNewsletter

MAY 18, 2009 [PRINTABLE](#) | [TOOLS](#) | [TRAINING](#)

Summer Workshops!

The summer training schedule has been posted and faculty & staff may now [enroll](#). You will also find teaching related webinars and office/acrobat tutorials linked below.

Enjoy,

Raymond Piña

Manager & Training Coordinator

Academic & Information Technology,
Academic Technology & Creative Services,
A Division of Academic Affairs

Upcoming Workshops

[Semester Workshop Schedule](#)

Free academic technology workshops for faculty and staff. All workshops are held in AIRC 3013 (unless noted). Please register beforehand to ensure you'll have a seat: [Register Now](#)

1st week of June (6/1/09 – 6/7/09)

SacCT Introduction to SacCT	MON, June 1	8:30 – 9:30
iMEET Deliver Live Virtual Classrooms	MON, June 1	1:00 – 3:00
SacCT Administer File Management	TUE, June 2	10:00 – 12:00

Resources

Free tutorials, handouts, FAQs, and more for many software and web services available at Sacramento State.

- [SacCT handouts](#)

- [Respondus online resources](#)

- [StudyMate online resources](#)

- [Acrobat handouts covering accessibility](#)

SacCT Administer File Management and Organize Course Content	TUE, June 2	10:00 – 12:00
Smart Classroom Orientation Note: Location AIRC 1008	TUE, June 2	1:00 – 3:00
Technology Assisted Classroom Orientation Note: Location BNC 1025	WED, June 3	10:00 – 12:00
SacCT Communicating Online	WED, June 3	1:00 – 3:00
Managing Student Computers With GenevaLogic Vision	THU, June 4	1:00 – 3:00
SacCT Manage Students, Point Values, and Final Grades in Grade Book	FRI, June 5	10:00 – 12:00
SacCT Evaluate your Students Using the Assessment Tools	FRI, June 5	1:00 – 3:00

2nd week of June (6/8/09 – 6/14/09)

Creating Activities With Studymate	MON, June 8	8:00 – 9:45
Creating SacCT Quizzes With Respondus	MON, June 8	1:00 – 3:00
Express Help Securing Your Online Exams and Quizzes in SacCT	TUE, June 9	9:00 – 12:00
SacCT Cooperative Learning with Groups	TUE, June 9	1:00 – 3:00
Adobe Acrobat An Introduction to Creating & Editing PDFs	WED, June 10	10:00 – 12:00
PowerPoint 2007 (PC) Create Brisk Presentations	WED, June 10	1:00 – 3:00
Adobe Acrobat Creating Accessible PDFs	THU, June 11	10:00 – 12:00
PowerPoint 2007 (PC) Design to Engage	THU, June 11	1:00 – 3:00

Express Help Accessible Adobe PDF	FRI, June 12	10:00 – 12:00
PowerPoint 2007 (PC) Incorporate Audio, Video, and Animation	FRI, June 12	1:00 – 3:00

The What And Why of Learning 2.0

[Elluminate Events Center](#)

Tuesday
May 19, 2009
10:00 – 11:00 AM (PST)

Learn how to integrate Web 2.0 technologies (blogs, wikis, group chat, podcasts, social networks) into learning.

[Webinar Link & Registration \(free\)](#)

Elluminate (iMEET) Webinar Archive

[Free Archived Webinars](#)

New to webinars, or missed a session? You can also access "Recorded Webinars & Events" related to teaching and learning.

[Free Archived Webinars](#)

Adobe Acrobat Video Tutorials

[Official Adobe Resources](#)

- PDF forms creation
- PDF comment tools
- Combining PDFs
- Modifying PDF files
- ...and more!

[Adobe Acrobat & Video Tutorial Library](#)

[Adobe Video Workshop](#)

Sac State
Adobe Acrobat
Resources

[handouts,](#)
[tutorials, etc.](#)

Brief Hybrid Workshops on Teaching Well Online

Offered by the TLT Group

Friday

May 29, 2009

11:00 – 12:00 (PST)

A free webinar offered by The TLT Group. Please register for the event using the link below.

Because Sac State is a subscribing institution to the TLT Group, Sac State faculty and staff are granted Individual membership access to TLT Group online workshops and webinars. Many sessions offered through this group are free to individual members.

[TLT Group Calendar and Event Registration](#)

Office Tutorials (Word)

[TechLearningOnline YouTube Channel](#)

- [Better Spelling in Word 2007](#)
- [Customize Multiple Documents in Word](#)

**Academic Technology & Creative Services
(Division of Academic Affairs)**

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