CETL Fall 2010 Part 2
Faculty Development Opportunities

Elgin Community College
Center for Enhancement of Teaching and Learning

For Faculty and Administrators who teach at Elgin Community College

Center for Enhancement of Teaching and Learning
Philosophy, Mission & Goals

Philosophy

CETL strives to provide quality services to faculty to enhance instructional and professional development, emphasizing research and best pedagogical practices.

- **CETL** provides flexible and accessible professional development opportunities for faculty and staff of Elgin Community College
- **CETL** provides timely one-on-one technical and pedagogical assistance
- **CETL** designs and develops programs and services to specifically address the ECC academic community
- **CETL** continuously benchmarks and self evaluates its services to ensure quality

Mission

CETL is committed to **empowering ECC faculty and staff** in their endeavors to **support student success** with current research in teaching, and learning of: **Pedagogy**, **Andragogy**, and **Instructional Technology Support**

CETL provides a forum for faculty, administrators that teach, and staff at ECC to communicate and interact professionally to share best practices and experiences in instruction in their services to the college.

Dr. Mi Hu
Dean of Academic Development and Learning Resources

Dr. Teri Stein
Director

Carlen Vire-Smith
Instructional Technology Specialist III

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Elgin Community College
Center for Enhancement of Teaching and Learning

Questions contact: 847-214-7696
Or CETL@elgin.edu

ECC Initiative Funded Project

SAVE THE DATE
NEW Adjunct Workshop—Part 2

Scheduled Presenters:
Cindy Hutman and Tammy Ray

Organizer: Teri Stein

Course code:	CFD 400-310
Date:	Saturday, November 6, 2010
Time:	9:00 a.m.—11:30a.m.
Location:	SRC 307

Description: This a follow-up workshop that will provide new faculty at ECC with additional teaching strategies and techniques. This session will also provide hands-on computer time.

Faculty members that attend will be paid :
$25 per hour for attending
Attendees must sign-in and sign– out to qualify!

Who should attend:
Highly Encouraged for **New Adjunct Faculty**

Carrying Programs on Your Flash Drive

Course Code: CFD 200-306
Date: Thursday, Sept. 30, 2010
Time: 5:00p.m.—7:00p.m
Location: ICT 202
Presenter: Sue Buktenica

Description:
This workshop will show you how many different kinds of programs can be installed on a flash drive and be available for use on practically any computer. Bring a flash drive and you will install programs useful to you on it and take it home.

Learning Objectives:
1)   Identify types of programs used on a regular basis
2)   Identify types of programs useful to carry with you for use on practically any computer
3)   Find suitable programs for flash drive installation & use
4)   Download and install programs onto a flash drive
5)   Use the programs on the flash drive

Internet Resources for Teachers

Course Code: CFD 200-307
Date: Thursday, Oct. 14, 2010
Time: 5:00p.m.—7:00p.m
Location: ICT 112
Presenter: Sue Buktenica

Description: This workshop is designed to introduce you to the aspects of using the Internet to support education. We will explore the search process and examine how to evaluate Web sites suitable for your learning audience.

Learning Objectives:
1)   Identify types of Internet material helpful for teaching
2)   Identify types of Internet material helpful for students
3)   Use search engines to find Internet sources of material
4)   Refine the search process
5)   Evaluate the Internet material

CETL Fall 2010
Teaching Best Practices Series

Electronic Grading in Adobe Acrobat

Course Code: CFD 400-305
Date: Friday, Oct.1, 2010
Time: 1:00p.m.– 3:00p.m
Location: VPA 323A

Don't miss
Space Available !
Sign up Today

Using ECC Library Databases

Course Code: CFD 300-305
Date: Friday, Oct, 29, 2010
Time: 10:00a.m.– 11:30a.m.
Location: SRC 248

Presenter: Shawn Mikulay

Shawn Mikulay is an Associate Professor at Elgin Community College. He provides a practical introduction to the main content areas of the scientific study of psychology emphasizing student involvement in the learning process. Additionally, he focuses on the importance and applicability of psychological concepts to other disciplines and areas of study.

Description: Enhance your grading by using Adobe Acrobat. With Acrobat, you can provide more extensive feedback to students more quickly. You can also create a document library of student work for future reference.

Learning Outcomes:
Participants should be able to:
1. Explain the advantages of using Acrobat for grading
2. Convert documents into Acrobat format
3. Use markup features to provided editing comments
4. Use the typewriter and recording tools to provide feedback
5. Secure and sign the edited document

Who should attend: All Faculty and Administrators that Teach

Level: Introduction and Intermediate

Presenter: Stacey Shah

Description:
Need a refresher course in using library databases? No matter your comfort level or experience using ECC Library's databases to access scholarly articles, this workshop will address how to use library databases keep up-to-date in world of higher education and your own field. Learn how the library's offerings and services can assist not only your students' needs but your own needs and an instructor and a professional.

Learning Outcomes:
At the conclusion of this workshop, participants will be able to:
1. Efficiently locate access points for library databases from the library's homepage.
2. Effectively select databases relevant to their specific information interests and needs.
3. Briefly summarize the services and resources available through the ECC Library to assist faculty research.

Who should attend:
All Faculty, Staff, and Administrators that Teach

Level: Introduction and Intermediate

CETL GOES GREEN FEATURED WORKSHOP !

Schedule is subject to change. Please consult the NEW CETL eNet website for updates to the schedule.

CETL Fall 2010
Distance Learning Workshops

D2L Faculty Orientations

Course Code: CFD 301-304
Friday, Oct. 22, 10:00a.m. - Noon, (ICT 202)

Course Code: CFD 301-305
Monday, Nov. 8, 1:00p.m. - 3:00p.m., (ICT 204)

Course Code: CFD 301-306
Wednesday, Dec. 1, 5:00p.m.—7:00p.m., (ICT 202)

Presenter(s): Christian Zehelein and Tammy Ray
Description: This introduction session is required for Instructors wishing to use Desire2Learn.

Who should attend: Instructors using D2L
Level: Introduction

Learning Objectives:
- Logging into D2L
- Basic navigation
- D2L user interface

Setting Up Your D2L Gradebook

Course Code: CFD 303-301
Thursday, Sept. 16, 3:00p.m.-5:00p.m. (ICT 204)

Course Code: CFD 303-302
Tuesday, Sept. 28, 5:00p.m.– 7:00p.m. (SRC 248)

Presenter(s): Christian Zehelein and Tammy Ray
Description: Managing grades and allowing students to track their progress online is a prime reason to use D2L. In this workshop, participants will examine the weighted and points based grading systems available in D2L, and participate in hands-on exercises in which they associate quizzes, dropboxes, and discussion topics to grade items.

Who should attend: All Faculty
Learning Outcomes:
- Examine grade entry and management in D2L

Customizing Your D2L Homepage

Course Code: CFD 300-301
Friday, Oct. 15, 10a.m.-Noon (ICT 202)

Course Code: CFD 300-302
Tuesday, Oct. 19, 5:00p.m.– 7:00p.m. (HBT 111)

Presenter(s): Christian Zehelein and Tammy Ray
Description: In this session instructors will learn how to enhance a D2L course by creating custom widgets and editing the appearance of a course home page. Additionally, we will look at external and third-party tools that can be incorporated into courses using custom widgets. Participants will be encouraged to share ideas, tips and knowledge and will leave the session with a list of useful tools and applications to engage their students.

Who should attend: All Faculty
Level: Intermediate—Advanced

Learning Outcomes:
- Create custom widgets
- List tools that can be used within widgets
- Observe effective uses of widgets
- Construct a custom home page
- Redirect a D2L course home page to a specified URL

Online Instruction and Assessment Practices (ONLINE COURSE)

Course Code: CVS 901-300
Format/Location: ONLINE
Start Date: Tuesday, Oct. 19, 2010
End Date: Tuesday, Dec. 14, 2010 (8 weeks)

Instructor: Tammy Ray
Description: This course will provide educators with valuable resources and important skills needed to develop and teach an online course effectively. The course is instructor-led, eight-weeks long, and fully-online. Thus, participants will have an opportunity to experience learning at a distance in a virtual environment.

Who should register: Faculty interested in teaching online

Prerequisites: D2L Faculty Orientation and completion of Techniques for Managing the Enhanced Classroom

Credit: 1.5 Undergraduate Credit Hours

CETL Fall 2010
Distance Learning Workshops

D2L Users: End of Semester Wrap-Up

Course Code: CFD 300-303
Friday, Oct. 29, 10a.m.-Noon (ICT 202)

Presenter(s): Christian Zehelein and Tammy Ray
Description: Are my students seeing their final grade? How do I export my grades? How do I copy my course content into a new semester? Are these questions familiar to you? Join us in this session to learn how to wrap-up a semester in D2L and efficiently manage your courses from one semester to the next.

Who should attend: All Faculty, Administrators that Teach
Level: Intermediate—Advanced
Learning Outcomes:
- Export grades from a D2L course
- Copy course components between D2L courses
- Edit a course start and end date
- Export dropbox assignments
- Release Final Grade to students

Did you know?
One-On– One D2L training is available

Need **individualized D2L training** or help with developing your online course?

Contacts: **Christian Zehelein (ext. 7506)**
                    Tammy Ray (ext. 7118)

For other technical support or D2L system administration questions
Contact: **Terrance Stanton (ext. 7560)**

So You Want to Teach Online

Course Code: CFD 200-305
Tuesday, Oct. 12, 2010 , 3:00p.m.– 5:00p.m, (ICT 112)

Presenter: Billie Barnett

Description: There is a big difference in teaching online and teaching in a traditional classroom. This workshop will help you get started with online teaching by learning step by step how to plan for your first online class.

Who should attend: Faculty, Administrators that are interested in teaching online

Level: Introduction

Motivating Students: Getting Students Actively Involved in Learning

Course Code: CFD 400-309
Thursday, Nov. 18, 2010, 2:00p.m.—4:00p.m., ITR 170

Presenter: Teri Stein

Description: The most important reason to get students involved in your class is to promote higher order thinking (analysis, synthesis, and evaluation). This workshop will share best practices regarding techniques that can be used to increase critical thinking and the retention of information taught in your class.

Who should attend: Faculty, Administrators that Teach

Level: Introduction and Intermediate

Fall 2010
Distance Learning
Workshops

Elgin Community College

Center for Enhancement of Teaching and Learning

Clickers in the Classroom

Presenter(s) Christian Zehelein and Tammy Ray

Description: Curious about Clickers? Not sure what they are on why you would use them? Join us in this hands-on workshop to learn how to implement clickers in your classroom and provide an interactive learning environment. Topics include how to set up a class file for your classroom, how to create class rosters to track participation and how to create clicker questions in PowerPoint.

Who should attend: All Faculty, Administrators that Teach, and Staff

Level: Intermediate

Course Code: CFD 200-301
Thursday, Oct. 7, 3:00p.m.—5:00p.m (ICT 204)

Course Code: CFD 200-302
Tuesday, Oct. 26, 1:00p.m. - 3:00p.m. (HBT 124)

Learning Outcomes:
- Gain a basic understanding for how clickers can be used in the classroom
- Navigate the CPS window
- Create, name, and save a new CPS database
- Manage class rosters
- Connect and detect the CPS receiver
- Navigate the buttons on the CPS response pad

Google Docs

Presenter(s) Christian Zehelein and Tammy Ray

Description: This workshop will give you hands-on experience editing documents, spreadsheets and presentations through our Student Mail Google Docs application, and will step you through the process of sharing documents and presentations with students and colleagues. We'll also discuss how your students and instructors can use Google Docs to support their course work.

Who should attend:
All Faculty, Administrators that Teach, and Staff

Level: Intermediate—Advanced

Course Code: CFD 200-304
Monday, Nov. 29, 5p.m. - 7p.m., (HBT 124)

Objectives:
- Activate Student Mail account
- Create a group in Student Mail
- Overview of Google docs
- Show examples – how to put into practice
- Create and share a Google Doc, spreadsheet, and presentation

Teach a CETL Workshop

Share Your Best Practices with other ECC Faculty and Staff Plus Earn Lane Credit!

Contact CETL (847) 214-7696

Fall 2010
Faculty Success Series
(D2L Enhanced Learning Experiences)

Session 1—Getting Started!	Session 2 - Multicultural Strategies to Improve Success for ALL Students
Hybrid Course Code: CFD 501-301 **Classroom Session:** Friday, Sept. 10, 2010 **Time:** 9:00a.m.-12:30p.m. **Location:** ITR 176 **Online Available Aug. 23, 2010**	**D2L Enhanced Course Code: CFD 501-302** **Classroom Session:** Friday, Oct. 1, 2010 **Time:** 9:00a.m.-1:00p.m. **Location:** ITR 176

Presenters: Cindy Hutman, Polly Nash, and Kim Tarver
Professor Hutman has taught Psychology courses at ECC for over twenty years. Further, she completed a sabbatical in 2004 exploring learner-centered strategies at two Midwest community colleges and, like all instructors, struggles to get students engaged in the first class session.

Polly Nash
During her career as an Instructional Dean at ECC, **Polly Nash** was privileged to observe the excellence in teaching of over   100 faculty members. She will bring these experiences and observations to this workshop.

Professor Tarver has been teaching at ECC in the Physical Therapist Assistant Program and other health and safety related courses for 14 years. Her approach in the classroom parallels her clinical experience as a physical therapist supporting student's acquisition of knowledge and skills and development of cultural sensitivity and competence.

Description:
Have you ever wondered how you can get your students energized and enthusiastic about learning in your classroom beginning on **that very first day of class?** This workshop will introduce you to a number of learner-centered strategies that promote active student learning and provide you with opportunities to experience some first day activities. In addition, because well-written,   student-centered learning objectives are essential to the teaching and learning process, this session will provide you with the opportunity to develop learning objectives that impact lesson planning, guide student learning, and lead to effective/authentic assessment.

Learning Outcomes:
By the conclusion of the workshop, each participant will:
1. integrate at least one learner centered strategy to promote student success
2. have prepared strategies to utilize the first day of class to promote active student learning and foster student responsibility
3. have constructed learning outcomes that progress students to higher order results

Presenter: J.Q. Adams

Dr. John Quincy Adams is Professor of Education and Interdisciplinary Studies at Western Illinois University. Among his many honors, Dr. Adams is the 2009 recipient of the National Association of Multicultural Education's G. Pritchy Smith Multicultural Educator of the Year Award and WIU's Provost Award for Excellence in Multicultural Education. He is the author of countless publications and grants and has been an invited speaker and presenter to numerous schools, colleges and other professional audiences.

Description:
Participants will be introduced to strategies to examine content, foster an appreciation for diversity in the classroom, and review multicultural educational practice which benefits academic outcomes of all students.

Learning Outcomes:
By the conclusion of the workshop, participants will:
1. Develop a variety of strategies for including diversity in the content area regardless of the subject matter
2. Be able to access a variety of resources to support their multicultural strategies in the classroom
3. Be able to use a variety of "ice breakers" that create the climate for teaching/learning about diversity in the classroom

This workshop is co-sponsored by MAGIC

CETLFall 2010
Faculty Success Series

Session 3—Learning by Design

Hybrid Course Code: CFD 501-303
Classroom Session: Friday, Oct. 22, 2010
Time: 9:00a.m.-Noon **Location:** ITR 176
Online Available Oct. 8, 2010

Evening Session Added!
CFD 501-307
Classroom Session: Monday, October 25, 2010
Time: 6:00p.m.—9:00p.m.
Location: SRC 323

Presenters: Cindy Hutman and Kim Tarver

Professor Hutman has taught Psychology classes for over 20 years. She is knowledgeable about various approaches to instructional design and has mentored several faculty designed to increase instructor and student success.

Professor Tarver has been teaching at ECC in the Physical Therapist Assistant Program and other health and safety related courses for 14 years. Her approach in the classroom parallels her clinical experience as a physical therapist supporting student's acquisition of knowledge and skills and development of cultural sensitivity and competence.

Description:
This workshop will present a basic framework for linking course objectives with instruction and learning activities using various methods and approaches to lesson planning. The methods covered can be applied in varied contexts including pre-collegiate, career technical and academic settings.

Learning Outcomes:
At the conclusion of this workshop, participants will:
1. Describe an approach to lesson planning that seems most appropriate for the type of class taught
2. Reconstruct at least one learning plan to incorporate a new approach

Session 4—Classroom Management

D2L Enhanced Course Code: CFD 501-304
Classroom Session: Friday, November 12, 2010
Time: 9:00a.m.– Noon
Location: ITR 176

Evening Session Added!
CFD 501-308
Classroom Session: Monday, November 15, 2010
Time: 6:00p.m.—9:00p.m.
Location: SRC 323

Presenters: Alison Douglas and Cindy Hutman

Professor Douglas has been teaching developmental and college-level courses at ECC for over fifteen years. Previous to this, she was a high school teacher in the Chicago Public School system.

Professor Hutman has taught Psychology courses at ECC for over twenty years. Both instructors bring extensive experience working with students from diverse backgrounds and successfully managing their classroom environments.

Description:
Instructors often are faced with challenging student behaviors in their classrooms. These behaviors range from lack of participation during discussions and activities, not attending class and/or being tardy, not reading assigned material before class, and disruptive behavior. This workshop will arm Instructors with a toolbox of strategies they can employ to address these and other classroom issues.

Learning outcomes:
At the end of this workshop participants will be able to:
1. Practice using various classroom management strategies
2. Engage in discussions about classroom management challenges and strategies with fellow ECC instructors
3. Understand the benefits of effective classroom management

CETL Fall 2010
Faculty Success Series

Session 5—Constructing an Atmosphere of Student Responsibility

D2L Enhanced Workshop
Course Code: CFD 501-305
Classroom Session Date: Friday, Dec. 3, 2010
Time: 9:00a.m.– 11:00a.m
Location: ITR 176

Presenters: Amybeth Maurer

Ms. Amybeth Maurer holds an earned master's degree in college student personnel from Loyola University, Chicago. She has over ten years experience implementing programming and other engagement activities to promote student development. She presently serves as the Director of First Year Programs and Student Life at Elgin Community College. She is responsible for the implementation of the college's COL 101 College Success course, which includes faculty support and development and assessing student learning outcomes.

Description:
Accepting personal responsibility is an essential condition for student success. Responsible students support the learning environment and are motivated to succeed. As ECC seeks to improve student success, this session will highlight strategies, including the wise choice process and a language of responsibility, to create an environment of student responsibility in the classroom and on campus.

Learning Outcomes:
At the end of this workshop, participants will be able to
1. Explain how to educate students that their choices are a part of personal responsibility
2. Develop some strategies to infuse responsibility language into the classroom
3. Describe the wise choice process and how using it increases students' personal responsibility
4. Employ strategies to encourage responsibility and success in college

- **CETL Workshops are free for ECC Faculty and Staff to attend, but you must register online via AccessECC to reserve a spot**. (Instructions are provided on the back cover)

- **Please sign-in when you arrive** Sign-In sheets will be used to track attendance and used to issue Credit (CR) or No Credit (NC).

- **Workshop Evaluation Form** This Fall, **CETL** will be using a **NEW ONLINE VERSION of the CETL Workshop Evaluation Forms.** Please take the time after each workshop to fill out the survey feedback forms, information will be provided during each workshop.

- **Lane Credits** Although **CETL** workshops can be used towards Lane Credits, questions regarding Lane Credit calculations should be directed to the Dean in your department. Please refer to your transcripts to verify whether credit (CR) has been issued.

CETL Fall 2010

Sessions 1—3 Best Practices in Developmental Education

Workshop 1 of 3—Course Code: CFD 400-302
Friday, Oct, 8, 2010, 1:00p.m.– 3:00p.m. ITR 170

Workshop 2 of 3—Course Code: CFD 400-303
Friday, Nov.5, 2010, 1:00p.m.– 3:00p.m. ITR 170

Workshop 3 of 3—Course Code: CFD 400-304
Friday, Dec.3, 2010, 1:00p.m.– 3:00p.m. ITR 170

Presenter: Annabelle Rhoades

Annabelle Rhoades, Associate. Dean of Academic Support, has an M.A. in Special Education for Adolescents and Adults from UIC. She has just returned from the Kellogg Institute for Developmental Education with certification as a Developmental Education Specialist. Annabelle has over 20 years in the field of developmental education and special education with a background in testing and tutoring support services as well.

Description: This series of workshops is for developmental   education faculty, adjunct or full time, who want to improve   the success of the students in their dev ed courses using the Best Practices recommended from the research. They will be the beginning of a cohort of dev ed specialists in the college.   Participants will read research prior to session 1. They commit to implementing and tracking the use of a technique in their class throughout the semester and reporting back to their colleagues. They may work with other participants &/or the presenter to refine and track the success of the technique.   **Participants understand that they are committing to the series of 3 sessions as well as the implementation, in order to develop a cohort of specialists.**

Learning Outcomes:
1.   Participants will be able to pick a strategy or technique for implementation in their classroom from Best Practices.
2.   Participants will track the success/failure of the technique with their class.
3.   Participants will be able to state why the strategy/technique was viable based on adult learning theory, and theorize why the technique did/did not work.

Who should attend: Developmental Ed. Faculty, FT and Adjunct
Level: Introduction and Intermediate

| Assessment 102: Review, Refine or Create Meaningful & Measurable Learning Outcomes	Assessment 103: Maximizing Test, Quiz or Project Results for Assessment of Student Learning
CFD 500-302 Tuesday, Oct., 19, 2010, 10:00a.m.– 11:30a.m. ITR 176	**CFD 500-303** Friday, Nov. 5, 2010, 1:00p.m.– 2:30p.m. ITR 176
Presenter: Lisa Wiehle **Description:** Learn the keys to writing meaningful, effective and measurable outcomes of student learning for your courses. Learn the vocabulary and structure on Bloom's Taxonomy. Bring your current course outlines to collaborate with fellow participants and walk away with polished outcomes to impress your department, accrediting agencies and students! **Who should attend:** All Faculty, Administrators that Teach **Level:** Intermediate	**Presenter: Lisa Wiehle** **Description:** Overall test or project scores do not tell us much detail about what students have learned and not learned. Come lean about different methods of delving deeper into these summative results and take away easily managed processes to find and highlight areas of student achievement. **Who should attend:** All Faculty, Administrators that Teach **Level:** Intermediate

NEW

Schedule at a Glance — Fall 2010

Date	Course Name	Course Code	Location	Level I	Level II	Level III	Faculty	Admin. that teach	Staff
Tues., Sept. 28, 5pm-7pm	Setting Up Your D2L Gradebook	CFD-303-302	SRC 248		X	X	X		
Thurs. Sept. 30, 5pm-7pm	Carrying Programs on Your Flash Drive	CFD 200-306	ICT 202	X	X		X		
Fri., Oct. 1, 9am-1pm	Faculty Success Series #2 Multicultural Strategies	CFD 501-302	ITR 176	X	X		X	X	
Fri., Oct. 1, 1pm-3pm	Electronic Grading in Adobe Acrobat	CFD 400-305	VPA 323A	X	X		X	X	
Thurs. Oct 7, 3pm-5pm	Clickers in Classroom	CFD 200-301	ICT 204		X		X	X	X
Tues. Oct. 12, 3pm-5pm	So You Want to Teach Online	CFD 200-305	ICT 112	X			X	X	
Fri., Oct. 8, 1PM-3PM	Best Practices in Developmental Ed # 1	CFD 400-302	ITR 170		X				
Thurs., Oct. 14, 5pm-7pm	Internet Resources for Teachers	CFD 200-307	ICT 112	X	X		X	X	
Fri., Oct. 15, 10am-Noon	Customizing Your D2L Homepage	CFD 300-301	ICT 202		X	X	X		
Tues, Oct. 19, 5pm-7pm	Customizing Your D2L Homepage	CFD 300-302	HBT 111		X	X	X		
Oct. 19,- Dec. 14 (8 wks)	Online Instruction and Assessment Practices	CVS 901-300	Online	X			X	X	
Tues. Oct.19, 10am-11:30am	Assessment 102	CFD 500-302	ITR 176	X	X		X	X	
Fri., Oct. 22, 9am-Noon	Faculty Success Series #3 Learning by Design	CFD 501-303	ITR 176	X	X		X		
Fri., Oct. 22, 10am-Noon	D2L Faculty Orientations	CFD 301-304	ICT 202	X			X	X	
Mon. Oct. 25, 6pm-9pm	Faculty Success Series #3 Learning by Design	CFD 501-307	SRC 323	X	X		X		
Tues., Oct. 26, 1pm-3pm	Clickers in Classroom	CFD 200-302	HBT 124		X		X	X	X
Fri, Oct.29, 10am-Noon	D2L Users: End of the Semester Wrap-up	CFD 300-303	ICT 202		X	X	X	X	
Fri, Oct., 10am-11:30am	Using ECC Library Databases	CFD 300-305	SRC 248	X	X		X	X	X
Fri., Nov. 5, 1pm-3pm	Best Practices in Developmental Ed # 2	CFD 400-303	ITR 170		X				
Fri., Nov. 5, 1pm-2:30pm	Assessment 103	CFD 500-303	ITR 176	X	X		X	X	
Mon., Nov. 8, 1pm-3pm	D2L Faculty Orientations	CFD 301-305	ICT 204	X			X	X	
Fri., Nov.12, 9am-Noon	Faculty Success Series #4 Classroom Management	CFD 501-304	ITR 176	X	X		X	X	
Mon.,Nov.15, 9am-Noon	Faculty Success Series #4 Classroom Management	CFD 501-308	SRC 323	X	X		X	X	
Thurs. Nov.18, 2pm-4pm	Motivating Students	CFD 400-309	ITR 170	X			X	X	
Mon,Nov.29, 5pm-7pm	Google Docs	CFD 200-304	ICT 202		X	X	X	X	X
Wed. Dec. 1, 5pm-7pm	D2L Faculty Orientations	CFD 301-306	ICT 202	X			X	X	
Fri, Dec. 3, 9am-11am	Faculty Success Series #5	CFD 501-305	ITR 176	X	X		X	X	
Fri.,Dec. 3, 1pm-3pm	Best Pract. in Dev. Ed #3	CFD 400-304	ITR 170		X				

REGISTRATION
Instructions

Elgin Community College
Center for Enhancement of Teaching and Learning

1. Go to www.elgin.edu and use **ACCESS ECC** to register for workshop (see image below)
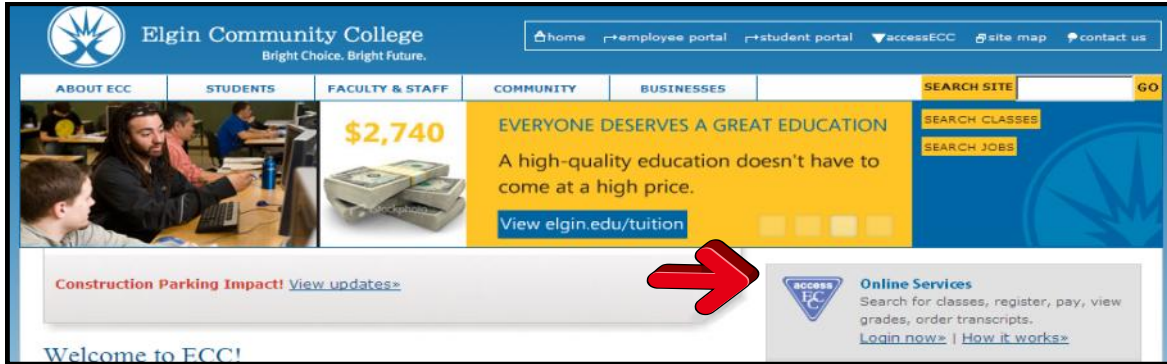
2. Log into **ACCESS ECC** using your **user ID** and **password**

3. Choose the orange **Continuing Ed/Non credit** bar on the right side.

Continuing Ed / Non Credit

4. In the lower left hand corner you will see Registration. Choose the link "R**egister and Pay for Continuing Education classes"**.

Registration
Register and Pay for Continuing Education Classes
Register and Drop Sections

5. If you know the course number, enter it in the **"Course code number"** box. If you do not know the course number, enter the letters "CFD" for a complete list of courses.

SUBMIT

6. Choose the course you want to register for by checking the box on the left of the course(s) in which you wish to enroll.

CFD-500-010 (47818)
Copyright Training ▦

7. On the next page fill in any additional registration information requested. Choose **Submit**.

8. On the Pay for Classes screen choose 'Register Now (check out)" under the "Choose one of the following" section. Choose Submit.
(Note: CETL workshops are free of charge for ECC faculty, administrators and staff).

SUBMIT

9. Finally, you will receive a confirmation message on the screen when you have successfully registered.

Questions: Contact the Access ECC helpline at accessecc@elgin.edu or ex. 7570
Or you may contact Carlen Vire-Smith at 847-214-7696 with any questions about registration
or workshops. To register in person, you may visit the Main Campus Registration Office, SRC 165.

The ACCESS ECC helpline hours of operation are Monday-Thursday 8AM-5PM, and Fridays from 8AM-4PM.

* If you are new employee to the college and haven't registered for a course in AccessECC before, then you will need to submit an Application for Admission Form with the Registration Office (SRC 165)*