

Additional Classes for Dec 2020

November 19, 2020

Training Opportunities for All Classified Staff - December 2020

Poway Adult School and **PSEA Professional Learning** are pleased to offer the following training courses available for all Classified Staff. We have scheduled various dates and times for your convenience. Work with your supervisor, whether you can attend during your contracted working hours or be paid on a timesheet by your site, if attending outside your contracted work hours.

Enrollment is open now - seating is limited. Register through Poway Professional Learning:

<https://ppl.powayusd.com/>

Canvas Overview

Trainer - Stacey Campo

Experience the digital learning environment from the viewpoint of a student as well as a student-support person by attending this 60 min training session.

Dates/Times

Thursday, December 3 @ 1:00 - 2:00 PM

Thursday, December 10 @ 3:15 - 4:15 PM

Thursday, December 17 @ 1:00 - 2:00 PM

In the shoes of the student Using My Plan to Canvas to Google, etc.

Trainer - Stacey Campo

Using My Plan as the access point for all resources is critical to accessing learning. Join me on a brief tour of this tool to learn how it supports access to the resources needed by our students.

Dates/Times

Thursday, December 3 @ 4:00 - 5:00 PM

Thursday, December 10 @ 2:00 - 3:00 PM

Thursday, December 17 @ 2:30 - 3:30 PM

Equity Discussion: What's my role in a culturally responsive learning environment?

Trainer - Joe Austin

Since the outset of this pandemic, the world around us changed a great deal—creating a "new normal" of sorts. During this discussion, you will reflect on how these changes might allow us to cultivate a more inclusive, culturally-responsive climate for the students and families that we serve. The goal of

the session is to provide participants with resources to see their role in building a more culturally-responsive learning environment.

Dates/Times

Tuesday, December 1, 2:00 - 3:00 PM

Tuesday, December 8, 2:00 - 3:00 PM

Google Forms: Using Google Forms to Gather and Share Input

Trainer - Joe Austin

Google Forms is a tool that allows us to collect information from users through a personalized survey or quiz. The information is then automatically connected to a spreadsheet. In this session, you'll learn how to create and use Google's powerful Forms to gather large (or small) amounts of input in real time. We'll cover the basics of creating and sharing survey, and discuss ways to make meaning of the data they collect. (One-hour training)

Dates/Times

Wednesday, December 2, 11:00 - 12:00 PM

Wednesday, December 9, 11:00 - 12:00 PM

Zoom Basics

Trainer - Mendy Glogowski

In our new adapting work environment, we have had to adjust how we get together. One way we meet safely is through Zoom. During this class, you will learn ways to make a Zoom session run effectively by managing Zoom meeting options, tools, chat and breakout rooms as well as modifying Zoom settings.

Dates/Times

Tuesday, December 15, 1:30 - 2:45 PM

Thursday, December 17, 1:30 - 2:45 PM

All Things Google - Learn the Basics of Google Suite

Trainer - Alfredo Hernandez

In this course you will learn how to create, edit, share and collaborate on a Google Doc, a Google Sheet or a Google Slide. You will also learn how to give your documents a professional look and feel with tables, images and graphic elements. Finally, with Google Sheets, you will learn how to enter, organize and manipulate your data to show relevant and timely information and present your results online or on paper with graphs and charts. You can choose to do just one or participate in all three.

Dates/Times:

Google Docs + Sharing/Collaboration = Thursday, December 3, 2:00-4:00 PM

Google Slides + Sharing/Collaboration = Thursday, December 10, 2:00-4:00 PM

Google Sheets = Thursday, December 17, 2:00-4:00 PM

Excel Basics

Trainer - Mendy Glogowski

Learn to be efficient when creating Excel files. This course will cover using autofill, entering functions, inserting or deleting rows and columns, and formatting features. You will create and format a sales file.

Dates/Times

Tuesday, December 1, 1:30 - 2:45 PM

Thursday, December 3, 1:30 - 2:45 PM

Excel Data

Trainer - Mendy Glogowski

Data is an important part of analyzing how we are doing. During this class, we will use Excel features to make it easier to understand data. Some features that will be covered are sorting and filtering, freeze panes, and converting a data list to a table. An Excel table incorporates many efficient features.

Dates/Times

Tuesday, December 8, 1:30 - 2:45 PM

Thursday, December 10, 1:30 - 2:45 PM

Spanish Phrases in a School Setting

Trainer - Alicia Bouras

This class will cover useful phrases in Spanish that are found in a school setting, for example; asking for/offering help, communicating with parents and students, classroom vocabulary, etc. Furthermore, this session will include a brief introduction to history of the Spanish language, and emphasis on vowel pronunciation.

Dates/Times

Tuesday, December 1, 9:00-10:30

Wednesday, December 9, 3:00-4:30

Monday, December 14, 10:00-11:30

Thursday, December 17, 8:30-10:00

SmartArt for PowerPoint and Word

Trainer - Jane Herrick

SmartArt is a way to turn ordinary text into something more visually appealing, drawing attention to important information and making information easier to read. Learn to use SmartArt graphics in Word and PowerPoint to create organizational charts, decision trees, pyramid or matrix structures, clarify a process, display events in a timeline and more.

Dates/Times

Tuesday, December 8th, 11:00 - 12:30 PM

Thursday, December 10th, 1:00 - 2:30 PM

Need assistance with Poway Professional Learning website? Click below for step by step instructions on how to register for courses:

<http://www.poway-psea.org/wp-content/uploads/2020/11/Lets-enroll-in-a-Training-thru-Poway-Professional-Learning.pdf>

Poway Adult School

We appreciate working with Poway Adult School to bring these opportunities to Classified Staff.
Click here to go to Poway Adult School website to see the full list community classes offered.

Thank you to the Poway Adult School Instructors!!!



Poway School Employees Association

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