

## INCREASING YOUR PRODUCTIVITY WITH TOOLS YOU DIDN'T KNOW YOU HAD

During Staff Day, Niki Whiteside and Sherry Ransdell presented the topic: **Increasing your Productivity with Tools You Didn't Know You Had**. The sessions were well attended and created a buzz of excitement about the tips and tools shared during the event. To capture and share the content covered, a summary of the tips including links to additional training, is available now.



### SCREEN PRESSO

**Screenpresso** is a full-featured image and video screen capture tool that is freely available to all SJC Employees. **Screenpresso** includes the ability to annotate, edit, and share screen capture images and audio can be included on screen capture videos. To request the installation of **Screenpresso**, email a support request to [TechSupport@sjcd.edu](mailto:TechSupport@sjcd.edu) with the name of the software along with your computer name. Training and additional information on the **Screenpresso** product is available on the [Screenpresso Features Website](#).



### MICROSOFT PLANNER

**Microsoft Planner** is a project management application available to SJC Employees through the Office 365 system. **Planner** makes it easy to organize a project, assign tasks, share files, and more. Training is available on the Microsoft Support site at the page [Get Started Quickly with Microsoft Planner](#).



### MICROSOFT OUTLOOK

**Microsoft Outlook** is a powerful tool with features that can save you time and increase productivity. To learn more about the features of this tool, check out the [Outlook 2013 Training Page](#). Below are links to training on specific tasks that you may find helpful.

- [Create An Appointment From A Message](#)
- [Create A Task From A Message](#)
- [Color Code Important Messages](#)
- [Type A Message Now And Send Later](#)
- [Direct Replies To Your Email To A Special Address](#)
- [Flag Messages In Recipients' Inbox](#)

## FRAMEWORK FRIDAYS

EdTech is offering trainings during Framework Fridays on each campus from 9:00 am - 11:00 am. Training topics to be offered are listed below. Detailed class descriptions and registration is available through the [Cornerstone System](#).

**ETID 1316:** ACAdemic Success and Retention

**ETID 1320:** Getting Started with Accessible Course Design

**ETID 1321:** How Course Mapping Can Help You Develop A Course

**BKBD 9098:** GradeCenter 202: Beyond The Basics

## DISTANCE LEARNING CERTIFICATION

All faculty assigned to teach a Distance Learning course must complete ACAdemic Learning prior to their assigned semester. Dates are now available through Summer 2017. Registration is available through the [Cornerstone System](#).

### SPRING 2017

Section 1: January 30 - March 10, 2017

Section 2: February 20 - April 7, 2017

Section 3: March 27 - May 5, 2017

### SUMMER 2017

Section 1: May 22 - June 30, 2017

Section 2: June 12 - July 21, 2017

Section 3: June 26 - August 4, 2017

