TECH 100 - Website and Resources/ Office 365

Description

The Website and Resources/ Office 365 workshop is designed to introduce faculty to the core technologies utilized at GGC for collaboration and communication (myGGC portal and Clawmail – GGC's Office 365 branded instance.)

Course Offering

Check the Center for Teaching Excellence website for details on when this course is being offered. This course is usually offered in the fall.

Outcomes

Upon successful completion of the Website and Resources/ Office 365 workshop, participants should be able to:

1. Identify and describe the purpose of the resources available at the myGGC portal
2. Identify and describe the purpose of the resources available in our GGC branded Office 365 deployment.
3. Utilize the Scheduling Assistant feature of Clawmail (Outlook 365) to schedule a meeting and determine availability.
4. Name and describe the technical support options offered at the classroom level from the Office of Educational Technology.

Completion Criteria

In order to receive a micro badge for the course, the following deliverables must be completed:

1. Satisfactory completion of the interactive activity in the session.

Micro badge

You can apply for the course badge by visiting the GGC Academic Commons, located at http://commons.ggc.edu. Once there, you can click on Badge Library menu item, and locate the TECH 100 badge using the filters on the left of the page or the actual badge listings. Once you have located the badge and reviewed the criteria, you can click on the "Apply for Badge" button.

NOTE: Verification and badge application processing time will take 24-48 hours. Once the badge is awarded you can verify receipt by logging into the Academic Commons. Once logged in, you will receive a popup notice indicating a badge has been awarded.

Faculty Foundations

Completion of this course fulfills the partial requirements for the Faculty Foundations Track. For full details on the track requirements, please visit the CTE web site at http://cte.ggc.edu.

Version

1.2 – Revised (11/1/2016)
1.1 - Added URL for each track (9/16/2016)
1.0 – Initial version (7/25/2016)

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