

# CourseLeaf Training Schedule

There are four different trainings (CL Administrators, Courses, Programs, and Reviewers). The target audience for each training is listed for the DAC sessions only (but they apply to all the repeat sessions of the same type at the three campuses). Due to time constraints, it was not possible to schedule a Reviewer training at VC. The people identified as Reviewers should plan to attend this training at the DAC session.

**ATTENDEES:** Please bring a laptop computer, if possible, in case we have more attendees than computers in the lab(s). An Internet connection and a portal account (on my.vcccd.edu) are required to use CourseLeaf. The system is entirely online; there is no software to download. We have already set up CourseLeaf user accounts for recent users of Curricunet. **Note:** *Any VC faculty/staff member who has not used Curricunet recently but would like to attend a training should contact Michael Bowen MBowen@vcccd.edu to set up a CourseLeaf user account and advise him what role(s) you anticipate filling.*

## **Training Schedule:**

### **Tuesday 13 August (DAC)**

8:00–9:00 CourseLeaf Administrator training (curriculum co-chairs, curriculum technicians, data specialists, articulation officers, technical review chairs)

9:00–10:00 End-user training for COURSES (faculty, including department chairs and curriculum committee members, who will be entering courses into CourseLeaf, or training others to do this)

10:00–10:30 End-user training for PROGRAMS (faculty, including department chairs and curriculum committee members, who will be entering degrees, certificates, and/or proficiency awards into CourseLeaf, or training others to do this)

10:30–11:30 Reviewer training (CIOs, deans, department chairs, curriculum co-chairs, curriculum technicians, articulation officers, technical review members, or anyone who will be reviewing or approving curriculum proposals)

### **Tuesday 13 August (Moorpark College)**

1:00–2:00 End-user training for COURSES #1

2:00–2:30 End-user training for PROGRAMS (this is the only PROGRAMS training held at MC)

2:30–3:30 End-user training for COURSES #2

3:30–4:30 End-user training for COURSES #3

4:30–5:00 Reviewer training (this is the only Reviewer training held at MC)

5:00–5:30 Debrief and Q&A

# **CourseLeaf Training Schedule**

## **Wednesday 14 August (Ventura College) ROOM SCI-226**

8:00–9:00 End-user training for COURSES #1

9:00–9:30 End-user training for PROGRAMS (this is the only PROGRAMS training held at VC)

9:30–10:30 End-user training for COURSES #2

10:30–11:30 End-user training for COURSES #3

## **Wednesday 14 August (Oxnard College)**

1:00–2:00 End-user training for entering COURSES #1

2:00–2:30 End-user training for entering PROGRAMS (this is the only PROGRAMS training held at OC)

2:30–3:30 End-user training for entering COURSES #2

3:30–4:30 End-user training for entering COURSES #3

4:30–5:00 Reviewer training (this is the only Reviewer training held at OC)

5:00–5:30 Debrief and Q&A