

WORKSHOPS \_\_\_\_\_ 2024

# FALL SCHEDULE



## AUGUST

<b>08</b> THUR	<b><u>Getting Started with Microsoft Copilot</u></b>	<b>21</b> WED	<b><u>Getting Started with Microsoft Copilot</u></b>	<b>23</b> FRI	<b><u>Omni CMS</u></b>	<b>28</b> WED	<b><u>Kaltura MediaSpace Essentials</u></b>	<b>29</b> THUR	<b><u>Getting Started with Microsoft Copilot</u></b>
	2:00 - 3:00 p.m. located Online-MS Teams		10:00 - 11:00 a.m. located Online-MS Teams		10:00 - 11:30 a.m. located Online-MS Teams		11:00 - 12:00 a.m. located Online-MS Teams		2:00 - 3:00 p.m. located Online-MS Teams

## SEPTEMBER

<b>04</b> WED	<b><u>Getting Started with Microsoft forms</u></b>	<b>05</b> TUES	<b><u>D2L QA: Common Questions</u></b>	<b>10</b> TUES	<b><u>D2L QA: Homepage &amp; Widgets</u></b>	<b>11</b> WED	<b><u>Tech Tools to Get (and stay) Organized</u></b>
	10:00 - 11:00 a.m. located Online-MS Teams		2:00 - 2:30 p.m. located Online-MS Teams		10:00 - 10:30 a.m. Online-MS Teams		2:00 - 3:00 p.m. located Online-MS Teams
<b>16</b> MON	<b><u>Excel Basics: Getting Started with Excel</u></b>	<b>17</b> TUES	<b><u>Excel Basics: Formulas &amp; Functions</u></b>	<b>18</b> WED	<b><u>Excel: Tables, Charts, &amp; Pivot Tables</u></b>	<b>19</b> THUR	<b><u>Finding Data in Tables in Excel</u></b>
	2:00 - 3:00 p.m. located Online-MS Teams		2:00 - 3:00 p.m. located Online-MS Teams		2:00 - 3:30 p.m. located Online-MS Teams		2:00 - 3:00 p.m. located Online-MS Teams
<b>20</b> FRI	<b><u>Power Query in Excel</u></b>	<b>24</b> TUES	<b><u>D2L QA: Gradebook for Midterms</u></b>	<b>25</b> WED	<b><u>Intro to CAISY AI Simulator</u></b>	<b>27</b> FRI	<b><u>Omni CMS</u></b>
	2:00 - 3:00 p.m. located Online-MS Teams		10:00 - 10:30 a.m. Online-MS Teams		2:00 - 3:00 p.m. located Online-MS Teams		10:00 - 11:30 a.m. located Online-MS Teams

## OCTOBER & NOVEMBER



# FALL SCHEDULE



## OCTOBER

**01** | **Intro to Canva**  
TUES | 2:00 - 3:00 p.m. located  
Online-MS Teams

**08** | **Adobe Express**  
TUES | 10:00 - 11:00 a.m. located  
Online-MS Teams

**09** | **Adobe Photoshop  
Express**  
WED | 10:00 - 11:00 a.m. located  
Online-MS Teams

**10** | **Adobe Rush**  
THUR | 10:00 - 11:00 a.m. located  
Online-MS Teams

**11** | **Intro to Adobe AI  
Tools**  
FRI | 10:00 - 11:00 a.m. located  
Online-MS Teams

**22** | **Qualtrics Surveys**  
TUES | 2:00 - 3:00 p.m. located  
Online-MS Teams

**25** | **Omni CMS**  
FRI | 10:00 - 11:30 a.m. located  
Online-MS Teams

**29** | **Organizing your  
Outlook Inbox**  
TUES | 2:00 - 3:00 a.m. located  
Online-MS Teams

## NOVEMBER

**04** | **Excel Basics: Getting  
Started with Excel**  
MON | 2:00 - 3:00 p.m. Online-  
MS Teams

**05** | **Excel Basics:  
Formulas & Functions**  
TUES | 2:00 - 3:00 p.m. Online-  
MS Teams

**06** | **Excel: Tables, Charts,  
& Pivot Tables**  
WED | 2:00 - 3:00 p.m. Online-  
MS Teams

**07** | **Finding Data in Tables  
in Excel**  
THUR | 2:00 - 3:00 p.m. Online-  
MS Teams

**08** | **Power Query in Excel**  
FRI | 2:00 - 3:00 p.m. Online-  
MS Teams

**12** | **D2L: Import, Export, &  
Copy Components**  
TUES | 2:00 - 3:00 p.m. Online-  
MS Teams

**15** | **Omni CMS**  
FRI | 2:00 - 3:00 p.m. Online-  
MS Teams

**19** | **Intro to Canva**  
TUES | 2:00 - 3:00 p.m. Online-  
MS Teams

**19** | **D2L QA: Gradebook  
for Finals**  
TUES | 2:00 - 3:00 p.m. Online-  
MS Teams

**20** | **Getting Started with  
Microsoft Copilot**  
WED | 2:00 - 3:00 p.m. Online-  
MS Teams