

WORKSHOPS _____ 2024

FALL SCHEDULE



AUGUST

08 | Getting Started with Microsoft Copilot
THUR

2:00 - 3:00 p.m.
Online-MS Teams

21 | Getting Started with Microsoft Copilot
WED

10:00 - 11:00 a.m.
Online-MS Teams

23 | Omni CMS
FRI

10:00 - 11:30 a.m.
Online-MS Teams

28 | Kaltura MediaSpace Essentials
WED

11:00 - 12:00 a.m.
Online-MS Teams

29 | Getting Started with Microsoft Copilot
THUR

2:00 - 3:00 p.m.
Online-MS Teams

SEPTEMBER

04 | Getting Started with Microsoft forms
WED

10:00 - 11:00 a.m.
Online-MS Teams

05 | D2L QA: Common Questions
THUR

2:00 - 2:30 p.m.
Online-MS Teams

10 | D2L QA: Homepage & Widgets
TUES

10:00 - 10:30 a.m.
Online-MS Teams

11 | Tech Tools to Get (and stay) Organized
WED

2:00 - 3:00 p.m.
Online-MS Teams

16 | Excel Basics: Getting Started with Excel
MON

2:00 - 3:00 p.m.
Online-MS Teams

17 | Excel Basics: Formulas & Functions
TUES

2:00 - 3:00 p.m.
Online-MS Teams

17 | Getting Started with Microsoft Copilot
TUE

10:00 - 11:00 a.m.
Online-MS Teams

18 | Excel: Tables, Charts, & Pivot Tables
WED

2:00 - 3:30 p.m.
Online-MS Teams

19 | Finding Data in Tables in Excel
THUR

2:00 - 3:00 p.m.
Online-MS Teams

20 | Power Query in Excel
FRI

2:00 - 3:00 p.m.
Online-MS Teams

24 | D2L QA: Gradebook for Midterms
TUES

10:00 - 10:30 a.m.
Online-MS Teams

25 | Intro to CAISY AI Simulator
WED

2:00 - 3:00 p.m.
Online-MS Teams

27 | Omni CMS
FRI

10:00 - 11:30 a.m.
Online-MS Teams

WORKSHOPS _____ 2024

FALL SCHEDULE



OCTOBER

01 | Intro to Canva
TUES

2:00 - 3:00 p.m.
Online-MS Teams

02 | Getting Started with Microsoft Copilot
WED

2:00 - 3:00 p.m.
Online-MS Teams

08 | Adobe Express
TUES

10:00 - 11:00 a.m.
Online-MS Teams

09 | Adobe Photoshop Express
WED

10:00 - 11:00 a.m.
Online-MS Teams

10 | Adobe Rush
THUR

10:00 - 11:00 a.m.
Online-MS Teams

11 | Intro to Adobe AI Tools
FRI

10:00 - 11:00 a.m.
Online-MS Teams

22 | Getting Started with Microsoft Copilot
TUE

10:00 - 11:00 a.m.
Online-MS Teams

22 | Qualtrics Surveys
TUES

2:00 - 3:00 p.m.
Online-MS Teams

25 | Omni CMS
FRI

10:00 - 11:30 a.m.
Online-MS Teams

29 | Organizing your Outlook Inbox
TUES

2:00 - 3:00 p.m.
Online-MS Teams

NOVEMBER

04 | Excel Basics: Getting Started with Excel
MON

10:00 - 11:00 a.m.
Online-MS Teams

05 | Excel Basics: Formulas & Functions
TUES

10:00 - 11:00 a.m.
Online-MS Teams

06 | Excel: Tables, Charts, & Pivot Tables
WED

10:00 - 11:30 a.m.
Online-MS Teams

07 | Finding Data in Tables in Excel
THUR

10:00 - 11:00 a.m.
Online-MS Teams

07 | Getting Started with Microsoft Copilot
THUR

2:00 - 3:00 p.m.
Online-MS Teams

08 | Power Query in Excel
FRI

10:00 - 11:00 a.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

10:00 - 11:00 a.m.
Online-MS Teams