

WORKSHOPS \_\_\_\_\_ 2025

# SPRING SCHEDULE

## JANUARY

**14**  
TUE | **D2L Quick Answers: Import, Export, and Copy Components**  
10:00–10:30 a.m.  
Online-MS Teams

**15**  
WED | **D2L Quick Answers: Student Progress Tracking**  
2:00–2:30 p.m.  
Online-MS Teams

**16**  
THU | **D2L Quick Answers: Homepage & Widgets**  
10:00–10:30 a.m.  
Online-MS Teams

**17**  
FRI | **D2L Quick Answers: Common Questions with Simple Solutions**  
2:00–2:30 p.m.  
Online-MS Teams

**21**  
TUE | **Getting Started with Microsoft Copilot**  
10:00–11:00 a.m.  
Online-MS Teams

**23**  
THU | **Microsoft Office Formatting Basics**  
10:00–11:00 a.m.  
Online-MS Teams

**24**  
FRI | **Omni CMS**  
10:00–11:30 a.m.  
Online-MS Teams

**28**  
TUE | **Microsoft Loop for Collaboration**  
10:00–11:00 a.m.  
Online-MS Teams

**29**  
WED | **Get it Together: Tech Tools to Get (and stay) Organized**  
2:00–3:00 p.m.  
Online-MS Teams

**30**  
THU | **Organizing Your Outlook Inbox**  
10:00–11:00 a.m.  
Online-MS Teams

## FEBRUARY

**3**  
MON | **Excel Basics: Getting Started with Excel**  
10:00–11:00 a.m.  
Online-MS Teams

**4**  
TUE | **Excel Basics: Simple Formulas and Functions**  
10:00–11:00 a.m.  
Online-MS Teams

**5**  
WED | **Excel: Tables, Charts, and Pivot Tables**  
10:00–11:30 a.m.  
Online-MS Teams

**6**  
THU | **Excel: Conditional Functions**  
10:00–11:00 a.m.  
Online-MS Teams

**7**  
FRI | **Power Query in Excel**  
10:00–11:00 a.m.  
Online-MS Teams

**11**  
TUE | **Intro to Canva**  
2:00–3:00 p.m.  
Online-MS Teams

**12**  
WED | **Getting Started with Microsoft Forms**  
10:00–11:00 a.m.  
Online-MS Teams

**18**  
TUE | **Creating Graphics in Adobe Express**  
10:00–11:00 a.m.  
Online-MS Teams

**19**  
WED | **Adobe Photoshop Express**  
10:00–11:00 a.m.  
Online-MS Teams

**20**  
THU | **Intro to Adobe AI Tools**  
10:00–11:00 a.m.  
Online-MS Teams

**28**  
FRI | **Omni CMS**  
10:00–11:30 a.m.  
Online-MS Teams

WORKSHOPS \_\_\_\_\_ 2025

# SPRING SCHEDULE

## MARCH

**4**  
TUE | **D2L Quick  
Answers:  
Midterm Grades**  
  
10:00–10:30 a.m.  
Online-MS Teams

**6**  
THU | **Getting Started  
with Microsoft  
Copilot**  
  
2:00–3:00 p.m.  
Online-MS Teams

**11**  
TUE | **Getting Started  
with Qualtrics  
Surveys**  
  
10:00–11:00 a.m.  
Online-MS Teams

**12**  
WED | **Video Creation  
with Canva**  
  
2:00–3:00 p.m.  
Online-MS Teams

**18**  
TUE | **Advanced  
Qualtrics Surveys**  
  
2:00–3:00 p.m.  
Online-MS Teams

**25**  
TUE | **Intro to CAISY AI  
Simulator**  
  
2:00–3:00 p.m.  
Online-MS Teams

**27**  
THU | **Organizing  
Your Outlook  
Inbox**  
  
2:00–3:00 p.m.  
Online-MS Teams

**28**  
FRI | **Omni CMS**  
  
10:00–11:30 a.m.  
Online-MS Teams

## APRIL

**7**  
MON | **Excel Basics:  
Getting Started  
with Excel**  
  
2:00–3:00 p.m.  
Online-MS Teams

**8**  
TUE | **Excel Basics:  
Simple  
Formulas and  
Functions**  
  
2:00–3:00 p.m.  
Online-MS Teams

**9**  
WED | **Excel: Tables,  
Charts, and  
Pivot Tables**  
  
2:00–3:30 p.m.  
Online-MS Teams

**10**  
THU | **Excel:  
Conditional  
Functions**  
  
2:00–3:00 p.m.  
Online-MS Teams

**11**  
FRI | **Power Query  
in Excel**  
  
2:00–3:00 p.m.  
Online-MS Teams

**15**  
TUE | **Get it  
Together:  
Tech Tools to  
Get (and stay)  
Organized**  
  
10:00–11:00 a.m.  
Online-MS Teams

**17**  
THU | **Getting Started  
with Microsoft  
Copilot**  
  
10:00–11:00 a.m.  
Online-MS Teams

**22**  
TUE | **Microsoft Loop  
for Collaboration**  
  
2:00–3:00 p.m.  
Online-MS Teams

**23**  
WED | **Intro  
to Canva**  
  
10:00–11:00 a.m.  
Online-MS Teams

**24**  
THU | **D2L Quick  
Answers:  
Final Grades**  
  
2:00–2:30 p.m.  
Online-MS Teams

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