

## FALL 2018—Faculty and Staff—Workshops

Workshop	Day	Date	Morning	Afternoon	Campus	Lab
<b>D2L Brightspace</b>						
D2L Daylight - What's New	Monday	6-Aug	10:00 - 11:30		Marietta	B-015
D2L Brightspace - Getting Started	Monday	6-Aug		1:00 - 4:00	Kennesaw	PS 243
D2L Brightspace - Getting Started	Tuesday	7-Aug	9:00 - 12:00		Marietta	B-015
D2L Daylight - What's New	Wednesday	8-Aug	10:00 - 11:30		Webinar	Webinar
D2L Daylight - What's New	Wednesday	8-Aug		2:00 - 3:30	Marietta	B-015
D2L Daylight - What's New	Thursday	9-Aug	10:00 - 11:30		Marietta	B-015
D2L Daylight - What's New	Monday	13-Aug		2:00 - 3:30	Marietta	B-015
D2L Daylight - What's New	Tuesday	14-Aug		2:00 - 3:30	Webinar	Webinar
<b>Access 2016</b>						
Access 2016: Intro to Access	Tuesday	9-Oct	9:30 - 11:30		Kennesaw	PS 243
Access 2016: Intro to Forms	Thursday	11-Oct	9:30 - 11:30		Kennesaw	PS 243
Access 2016: Relational Databases	Thursday	18-Oct	9:30 - 11:30		Kennesaw	PS 243
Access 2016: Reports and Queries	Tuesday	23-Oct	9:30 - 11:30		Kennesaw	PS 243
<b>Acrobat DC</b>						
Adobe Acrobat DC: Creating Interactive Forms	Tuesday	25-Sep	9:00 - 11:00		Kennesaw	PS 243
Adobe Acrobat DC: Creating Interactive Forms	Thursday	4-Oct	9:00 - 11:00		Marietta	B 015
Adobe Acrobat DC: Creating Interactive Forms	Monday	5-Nov	9:00 - 11:00		Kennesaw	PS 243
<b>Adobe Captivate</b>						
Captivate	Monday	10-Sep	9:30 - 11:30		Kennesaw	PS 243
Captivate	Tuesday	25-Sep		2:00 - 4:00	Kennesaw	B015
<b>Collaborate Ultra</b>						
Collaborate Ultra	Wednesday	29-Aug		2:00 - 3:30	Kennesaw	PS 243
Collaborate Ultra	Thursday	6-Sep	9:30 - 11:00		Kennesaw	PS 243



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Workshop	Day	Date	Morning	Afternoon	Campus	Lab
<b>Excel 2016</b>						
Pivot Tables & Pivot Charts	Monday	29-Oct	10:45 - 11:45		Kennesaw	PS 243
Ranges and Tables	Wednesday	17-Oct	9:30 - 11:00		Kennesaw	PS 243
Advanced Excel Tools	Monday	29-Oct	9:30 - 10:30		Kennesaw	PS 243
Advanced Functions and Modifying Spreadsheets	Wednesday	24-Oct	9:30 - 10:30		Kennesaw	PS 243
Intro to Charts	Monday	22-Oct	9:30 - 11:00		Kennesaw	PS 243
Intro to Excel	Wednesday	10-Oct	9:30 - 11:30		Kennesaw	PS 243
Intro to Formulas and Basic Functions	Monday	15-Oct	9:30 - 11:00		Kennesaw	PS 243
<b>Faculty Web</b>						
Faculty Web	Monday	24-Sep	9:30 - 11:30		Kennesaw	PS 243
Faculty Web	Thursday	8-Nov		2:00 - 4:00	Kennesaw	PS 243
<b>KSUmail</b>						
Getting Started with KSUmail	Monday	20-Aug		2:00 - 4:00	Marietta	B 015
Getting Started with KSUmail	Thursday	23-Aug	9:00 - 11:00		Kennesaw	PS 243
<b>Illustrator</b>						
Illustrator CC Essential Skills	Tuesday	30-Oct	9:00 - 11:00		Kennesaw	PS 243
Illustrator CC Webinar: Working with Pictures	Thursday	1-Nov	10:00 - 11:00		Webinar	Webinar
<b>InDesign</b>						
InDesign CC Essential Skills	Thursday	8-Nov	9:30 - 11:30		Kennesaw	PS 243
InDesign CC Intermediate Skills	Thursday	15-Nov	9:30 - 11:30		Kennesaw	PS 243
<b>MediaSpace</b>						
Mediaspace - Kaltura	Wednesday	29-Aug	10:00 - 11:30		Kennesaw	PS 243
Mediaspace - Kaltura	Tuesday	4-Sep		2:00 - 3:30	Kennesaw	B 015
<b>OneDrive</b>						
OneDrive: Getting Started	Tuesday	28-Aug	9:00 - 10:00		Kennesaw	PS 243
OneDrive: Getting Started	Monday	1-Oct		2:00 - 3:00	Kennesaw	PS 243
OneDrive: Getting Started	Wednesday	7-Nov	9:30 - 10:30		Marietta	B 015



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<b>OneNote</b>						
Introduction to OneNote 2016	Wednesday	24-Oct		2:00 - 3:30	Marietta	B 015
Introduction to OneNote 2016	Tuesday	6-Nov	9:30 - 11:00		Kennesaw	PS 243
<b>Photoshop</b>						
Photoshop CC Essential Skills	Tuesday	30-Oct		2:00 - 4:00	Kennesaw	PS 243
Photoshop CC Essential Skills	Monday	12-Nov	9:30 - 11:30		Marietta	B 015
Photoshop CC: Image Adjustments Webinar	Wednesday	14-Nov	10:00 - 11:00		Webinar	Webinar
<b>Qualtrics</b>						
Qualtrics	Wednesday	10-Oct		2:00 - 3:00	Kennesaw	PS 243
Qualtrics	Tuesday	13-Nov	10:00 - 11:00		Kennesaw	PS 243
<b>Respondus</b>						
Respondus Monitor & LockDown Browser	Wednesday	15-Aug		2:00 - 3:00	Webinar	Webinar
<b>SoftChalk</b>						
SoftChalk - Level I	Wednesday	15-Aug	9:30 - 11:00		Webinar	Webinar
<b>Visio</b>						
Visio	Tuesday	9-Oct		2:00 - 3:30	Marietta	B 015
Visio	Wednesday	31-Oct	9:30 - 11:00		Kennesaw	PS 243
<b>VoiceThread</b>						
VoiceThread for D2L Brightspace	Tuesday	21-Aug		2:00 - 3:30	Kennesaw	PS 243
VoiceThread for D2L Brightspace Webinar	Monday	27-Aug		2:00 - 3:00	Kennesaw	Webinar



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## Kennesaw Workshops Held in PS 243

## Marietta Workshops Held in B 015



### First Fridays in Kennesaw

Day	Date	Time	Lab
Friday	3-Aug	9:00 - 4:00	PS 106
Friday	10-Aug	9:00 - 4:00	PS 106
Friday	17-Aug	9:00 - 4:00	PS 106
Friday	24-Aug	9:00 - 4:00	PS 106
Friday	31-Aug	9:00 - 4:00	PS 106
Friday	7-Sep	9:00 - 4:00	PS 106
Friday	5-Oct	9:00 - 4:00	PS 106
Friday	2-Nov	9:00 - 4:00	PS 106
Friday	7-Dec	9:00 - 4:00	PS 106

### Third Thursdays in Marietta

Day	Date	Time	Lab
Thursday	9-Aug	1:00 - 4:00	B 015
Thursday	16-Aug	1:00 - 4:00	B 015
Thursday	23-Aug	1:00 - 4:00	B 015
Thursday	30-Aug	1:00 - 4:00	B 015
Thursday	20-Sep	1:00 - 4:00	B 015
Thursday	18-Oct	1:00 - 4:00	B 015
Thursday	15-Nov	1:00 - 4:00	B 015



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