

# KENNESAW STATE UNIVERSITY

University Information Technology Services

INCLUDED WITH YOUR TECHNOLOGY FEE

## UITS Workshops Schedule

FALL 2018 - PHASE 2

LEARN NEW TECHNOLOGY SKILLS

PREPARE FOR YOUR CLASSES

AND YOUR CAREER

Class	Day	Date	Morning	Afternoon	Campus
EXCEL 2016					
Intro to Excel	Monday	15-Oct		2:00 - 4:00	Marietta
Intro to Excel	Tuesday	16-Oct	10:00 - 12:00		Kennesaw
Intro to Formulas and Basic Functions	Wednesday	17-Oct		2:00 - 3:30	Marietta
Intro to Charts	Monday	22-Oct		2:00 - 3:30	Marietta
Intro to Formulas and Basic Functions	Tuesday	23-Oct	10:00 - 12:00		Kennesaw
Pivot Tables & Pivot Charts	Thursday	25-Oct	10:00 - 11:00		Kennesaw
WORD 2016					
Tools for your Research Paper Webinar	Thursday	25-Oct		2:00 - 3:00	Webinar
ONEDRIVE					
OneDrive for Students	Thursday	1-Nov		2:00 - 3:30	Marietta
PHOTOSHOP					
Photoshop CC Essential Skills	Thursday	11-Oct		2:00 - 4:00	Marietta
Photoshop CC Essential Skills	Tuesday	23-Oct		2:00 - 4:00	Kennesaw
Photoshop - Advanced Image Adjustments	Tuesday	6-Nov		2:00 - 4:00	Kennesaw

All UITS student workshops at the Kennesaw Campus are held in the Pilcher Building, Room 106 and in Norton Hall (R2), Room 059 at the Marietta Campus. Webinars will be conducted online via Blackboard Collaborate.

Register online @ <http://owltrain.kennesaw.edu>

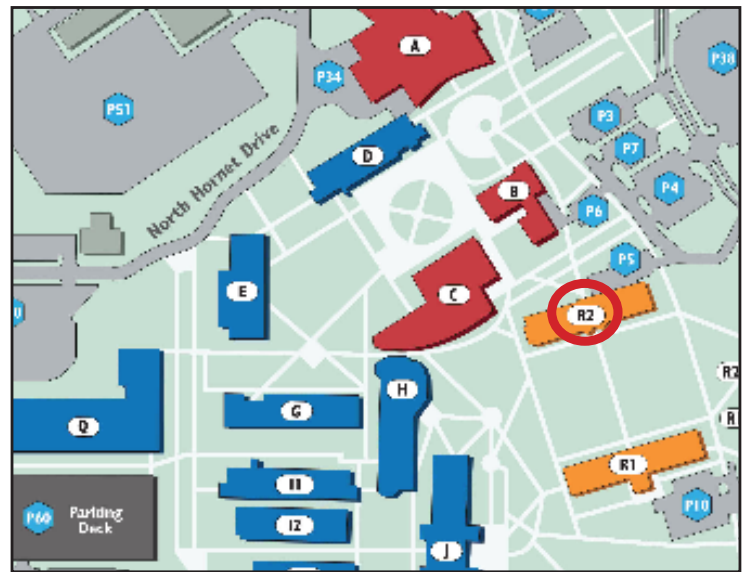
# UITS Workshops Schedule

## FALL 2018 - PHASE 2

Class	Day	Date	Morning	Afternoon	Campus
INDESIGN					
InDesign CC Essential Skills	Wednesday	24-Oct		2:00 - 4:00	Kennesaw
InDesign CC Essential Skills	Tuesday	30-Oct		2:00 - 4:00	Marietta
InDesign CC Intermediate Skills	Wednesday	31-Oct		2:00 - 4:00	Kennesaw
ADOBE SPARK					
Adobe Spark: Essential Skills	Monday	5-Nov		2:00 - 4:00	Kennesaw
ADOBE MUSE					
Adobe Muse - Essential Skills	Wednesday	7-Nov		2:00 - 4:00	Kennesaw

### KENNESAW CAMPUS WORKSHOPS IN PILCHER 106

### MARIETTA CAMPUS WORKSHOPS IN R2-059



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Register online @ <http://owltrain.kennesaw.edu>

## UITS Workshops Schedule

### **To register for a classroom workshop:**

1. Log in with your KSU NetID and password at <http://owltrain.kennesaw.edu>.
2. In the Search box at the top, type in your desired workshop.
3. In the Select drop down, select ILT.
4. Click on the Search button.
5. In your search results, click the desired course. The available sessions will appear.
6. Notice the start date and time, the end date and time, location, and Instructor. (Note: For additional information, such as Course Info, Session Info, and Meeting Times, click Details next to the session you would like to attend.)
7. Click the Enroll link.
8. A confirmation message will appear, click Yes to add the session to your Learning Plan.
9. The Save to My Learning Plan window will appear. In the Due on\* field, enter the date that the workshop will be held. (Note: If you would like to receive reminders, enter when you would like to receive the reminders.)
10. Click Save.
11. Click OK in the window that appears.
12. You are now enrolled in the session. You will receive an email confirmation within a few minutes.

\*If the session is already full, Hover your mouse over More Actions, and then click Add to Watchlist. You will receive an email notification to your KSU email account if a spot becomes available..