

KENNESAW STATE UNIVERSITY

University Information Technology Services

INCLUDED WITH YOUR TECHNOLOGY FEE

UITS Workshops Schedule

SUMMER 2018

LEARN NEW TECHNOLOGY SKILLS

PREPARE FOR YOUR CLASSES

AND YOUR CAREER

Class	Day	Date	Morning	Afternoon	Campus
ADOBE SPARK					
Adobe Spark: Essential Skills	Wednesday	11-July		2:00 - 4:00	Marietta
Adobe Spark: Essential Skills	Monday	16-July		2:00 - 4:00	Kennesaw
D2L BRIGHTSPACE					
D2L Brightspace for Students	Monday	14-May		5:00 - 6:30	Kennesaw
D2L Brightspace for Students	Tuesday	15-May		2:00 - 3:30	Marietta
D2L Brightspace for Students	Wednesday	30-May		5:00 - 6:30	Kennesaw
D2L Brightspace for Students	Thursday	31-May		5:00 - 6:30	Marietta
EXCEL 2016					
Intro to Excel	Monday	4-Jun		2:00 - 4:00	Kennesaw
Intro to Formulas and Basic Functions	Wednesday	6-Jun		2:00 - 3:30	Kennesaw
Intro to Charts	Monday	11-Jun		2:00 - 3:30	Kennesaw
Intro to Excel	Tuesday	26-Jun		2:00 - 4:00	Marietta
Intro to Formulas and Basic Functions	Thursday	28-Jun		2:00 - 3:30	Marietta
Intro to Charts	Tuesday	10-Jul		2:00 - 3:30	Marietta
ONEDRIVE					
OneDrive for Students	Tuesday	29-May		2:00 - 3:30	Kennesaw
OneDrive for Students	Tuesday	12-Jun		2:00 - 3:30	Marietta
OneDrive for Students	Monday	18-Jun		2:00 - 3:30	Marietta
OneDrive for Students	Monday	9-Jul		2:00 - 3:30	Kennesaw

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

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.

UITS Workshops Schedule

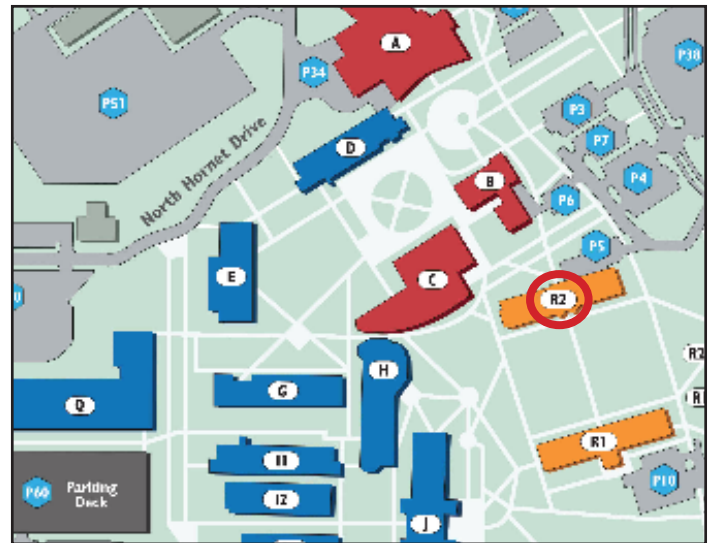
SUMMER 2018

Class	Day	Date	Morning	Afternoon	Campus
ONENOTE					
Introduction to OneNote 2016	Wednesday	30-May		2:00 - 4:00	Marietta
Introduction to OneNote 2016	Thursday	7-Jun		2:00 - 4:00	Kennesaw
Introduction to OneNote 2016	Wednesday	27-Jun		2:00 - 4:00	Kennesaw
PHOTOSHOP					
Photoshop CC Essential Skills	Tuesday	5-Jun		2:00 - 4:00	Kennesaw
Photoshop CC Essential Skills	Wednesday	13-Jun		2:00 - 4:00	Marietta
WORD 2016					
Tools for your Research Paper Webinar	Wednesday	16-May		2:00 - 3:00	Webinar
Tools for your Research Paper Webinar	Monday	25-Jun		2:00 - 3:00	Webinar

KENNESAW CAMPUS WORKSHOPS IN PILCHER 106



MARIETTA CAMPUS WORKSHOPS IN R2-059



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Register online at:
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 on the navigation bar, type in your desired workshop name.
3. Click the search button.
4. In your search results, click the ILT tab.
5. Click the desired course. The available sessions will appear.
6. Notice the start date and time, the end date and time, location, and Instructor.
7. For additional information, such as Course Info, Session Info, and Meeting Times, click Details next to the session you would like to attend.
8. Click the Enroll link to register for the course.
9. A confirmation message will appear, click Yes to add the session to your Learning Plan.
10. The Save to My Learning Plan window will appear. Select a Due on date.
11. If you would like to receive reminders, enter when you would like to receive the reminders.
12. Click Save.
13. Click OK in the window that appears.
14. 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..