

# KENNESAW STATE UNIVERSITY

University Information Technology Services

INCLUDED WITH YOUR TECHNOLOGY FEE

## UITS Workshops Schedule

FALL 2018 - PHASE 1

LEARN NEW TECHNOLOGY SKILLS

PREPARE FOR YOUR CLASSES

AND YOUR CAREER

Class	Day	Date	Morning	Afternoon	Campus
D2L BRIGHTSPACE					
D2L Brightspace for Students	Monday	13-Aug		2:00 - 3:00	Webinar
D2L Brightspace for Students	Tuesday	14-Aug	10:00 - 11:00		Webinar
ADOBE CREATIVE CLOUD					
Photoshop on Saturday	Saturday	15-Sep	9:00 - 12:00		Kennesaw
Adobe Premiere on Saturday	Saturday	22-Sep	9:00 - 12:00		Kennesaw
Adobe Spark: Essential Skills	Thursday	27-Sep		2:00 - 4:00	Kennesaw
Photoshop CC Essential Skills	Wednesday	3-Oct		2:00 - 4:00	Kennesaw
Adobe Muse - Essential Skills	Thursday	4-Oct		2:00 - 4:00	Kennesaw
EXCEL 2016					
Intro to Excel	Thursday	6-Sep		2:00 - 4:00	Kennesaw
Intro to Formulas and Basic Functions	Tuesday	11-Sep		2:00 - 3:30	Kennesaw
Ranges and Tables	Thursday	13-Sep		2:00 - 3:30	Kennesaw
Intro to Charts	Tuesday	18-Sep		2:00 - 3:30	Kennesaw
Advanced Functions and Modifying Spreadsheets	Thursday	20-Sep		2:00 - 3:30	Kennesaw
Advanced Excel Tools	Tuesday	25-Sep		2:00 - 3:00	Kennesaw
Auditing your work	Tuesday	2-Oct		2:00 - 3:00	Kennesaw
Pivot Tables & Pivot Charts	Tuesday	2-Oct		3:15 - 4:00	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.

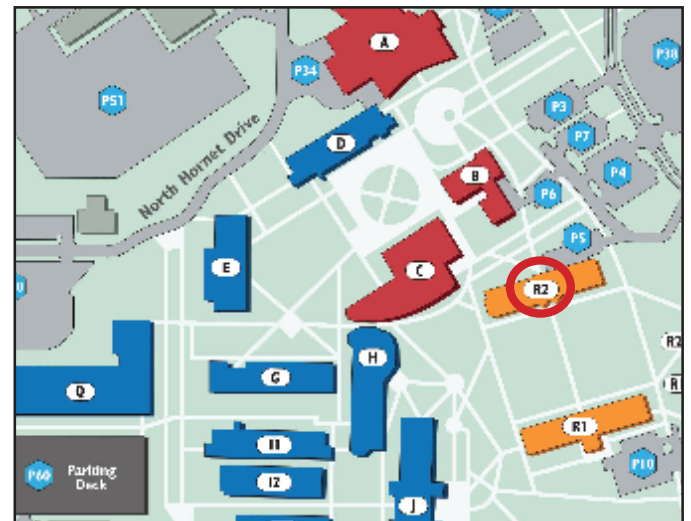
# UITS Workshops Schedule

## FALL 2018 - PHASE 1

Class	Day	Date	Morning	Afternoon	Campus
<b>ONEDRIVE AND ONENOTE</b>					
OneDrive for Students	Monday	27-Aug		2:00 - 3:30	Kennesaw
Introduction to OneNote 2016	Tuesday	28-Aug		2:00 - 4:00	Kennesaw
OneDrive for Students	Tuesday	4-Sep		2:00 - 3:30	Kennesaw
Introduction to OneNote 2016	Wednesday	5-Sep		2:00 - 4:00	Kennesaw
OneDrive for Students	Monday	17-Sep		2:00 - 3:30	Kennesaw
Introduction to OneNote 2016	Wednesday	19-Sep		2:00 - 4:00	Marietta
<b>POWERPOINT 2016</b>					
Intro to PowerPoint	Monday	24-Sep		2:00 - 4:00	Marietta
Transitions & Animations; Timing the Presentation	Wednesday	26-Sep		2:00 - 3:00	Marietta
Audio, Video, & Presenting the Presentation	Wednesday	26-Sep		3:15 - 4:15	Marietta
<b>WORD 2016</b>					
Tools for your Research Paper Webinar	Monday	10-Sep		2:00 - 3:00	Webinar

### KENNESAW CAMPUS WORKSHOPS IN PILCHER 106

### MARIETTA CAMPUS WORKSHOPS IN R2-059



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## 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..