

D2L and Office 365 Trainings

Workshop	Date	Time	Room	Description
D2L Gradebook	Aug. 31, 2017	2 pm – 3 pm	ST236	Learn about the benefits of having a gradebook visible to your students. You will learn how to create your gradebook in D2L and make the grades show to the students. Click on SignUpGenius to register.
	Sept. 1, 2017	2 pm – 3 pm	B-36	
Office 365 Email (Outlook)	Sept. 7, 2017	2 pm – 3 pm	ST236	Learn how Outlook can make it easier for you to communicate, collaborate and manage your time. Click on SignUpGenius to register.
	Sept. 8, 2017	2 pm – 3 pm	ST236	
D2L Content	Sept. 14, 2017	2 pm – 3 pm	ST236	Where do the students begin? Give them your expectations, syllabus, lecture notes, and more through the content. Learn how to create and organize your content. Click on SignUpGenius to register
	Sept. 15, 2017	2 pm – 3 pm	ST236	
Office 365 Delve/ One Drive	Sept. 21, 2017	2 pm – 3 pm	ST236	Learn how to work securely from any device or any platform from your desktop , web , or mobile app. One Drive is a powerful tool enabling editing and co-authoring within the Office across the browser. Delve brings you information based on what you're working on, who you're working with, and always maintaining established permissions. Click on SignUpGenius to register.
	Sept. 22, 2017	2 pm – 3 pm	ST236	

Workshop	Date	Time	Room	Description
D2L Discussions	Sept. 28, 2017	2 pm – 3 pm	ST236	Enhance collaboration with the discussions tool, share thoughts about the course, ask questions, share files, and much more. Click on SignUpGenius to register.
	Sept. 29, 2017	2 pm – 3 pm	ST236	
Office 365 One Note	Oct. 5, 2017	2 pm – 3 pm	ST236	Taking notes and doing research makes more sense when you have a way to combine everything in one place. The solution: OneNote. Come learn how to use this awesome app. Click on SignUpGenius to register.
	Oct. 6, 2017	2 pm – 3 pm	ST236	
Office 365 PowerPoint	Oct. 12, 2017	2 pm – 3 pm	ST236	Learn how to bring your ideas to life with built-in design tools that give you professional results. Click on SignUpGenius to register.
	Oct. 13, 2017	2 pm – 3 pm	ST236	
D2L Dropbox	Oct. 19, 2017	2 pm – 3 pm	ST236	Simplify grading and stay organized using the dropbox tool. Click on SignUpGenius to register.
	Oct. 20, 2017	2 pm – 3 pm	ST236	
Office 365 Sway	Oct. 26, 2017	2 pm – 3 pm	ST236	Sway makes it quick and easy to create and share polished, interactive reports, presentations, personal stories, and more. Come learn not only to how to use Sway, but also how your students can use it too! Click on SignUpGenius to register.
	Oct. 27, 2017	2 pm – 3 pm	ST236	

Workshop	Date	Time	Room	Description
D2L Quizzing	Nov. 2, 2017	2 pm – 3 pm	ST240	Evaluate learning progress and learning outcomes through the D2L Quizzes tool. Learn new tips and tricks with the new, improved settings! Click on SignUpGenius to register.
	Nov. 3, 2017	2 pm – 3 pm	ST240	
Office 365 Word	Nov. 9, 2017	2 pm – 3 pm	ST236	It's not just a word processor anymore. Come learn how you can use Word to create powerful lessons and illustrations. Click on SignUpGenius to register.
	Nov. 10, 2017	2 pm – 3 pm	ST236	
D2L: Assessments Made Easy Using Respondus	Nov. 16, 2017	2 pm – 3 pm	ST240	Use Respondus for creating exams and assessments that can be printed or published to D2L. Click on SignUpGenius to register.
	Nov. 17, 2017	2 pm – 3 pm	ST240	
D2L: Simplify End of Semester Reporting and Get a Jumpstart on Next Semester	Nov. 30, 2017	2 pm – 3 pm	ST236	Learn how to package your attendance, grades, addendum, and withdrawn student information into one file. You will get a jumpstart on next semester's class by copying a previous course and using the attendance course to set up your attendance. Click on SignUpGenius to register.
	Dec. 1, 2017	2 pm – 3 pm	ST236	