

April 2013

Software Application Training Schedule Information Services Division

All classes are held in Anderson Hall room 24 unless otherwise noted.

To register, e-mail: SATRegistration@wcupa.edu

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|---|
| 1 | 2 D2L Groups and Discussions 10-11am Mail Merge for Word 2010 12:30-1:30pm | 3 D2L: Gradebook 2-3pm | 4 Scantron Test Scoring (And 002) 10am-12pm | 5 SAP Electronic Requisition 9-11:30am |
| 8 D2L Homepage and Navigation Design 11am-12pm Introduction to Clickers 2-3pm | 9 SAP BI 9am-12pm Basic SAP 1-2pm | 10 Introduction to SurveyMonkey 11am-12pm Introduction to Smart Board 2-3pm | 11 Introduction to Contribute 9-10am D2L Kaltura/Collaborate 3-4pm | 12 Introduction to Dreamweaver 10-11:30am |
| 15 PeopleSoft- Faculty 1-2pm Clicker Make and Take 2-3pm | 16 Introduction to Smart Notebook 1-2pm Excel Charts and Graphs 10-11:30am | 17 SAP BI 9am-12pm D2L Groups and Discussions 1-2pm | 18 | 19 |
| 22 SAP BI 9am-12pm Introduction to Photoshop 1-2pm Introduction to Camtasia 2-3pm | 23 PeopleSoft- Staff 10-11am Introduction to Mediasite 11am-12pm Managing Data with Excel 2010 3-4:30pm | 24 Introduction to SharePoint 2010 10-11:30am Introduction to Dreamweaver 1-2:30pm Scantron Test Scoring (And 002) 2-4pm | 25 D2L: Gradebook 11am-12pm | 26 SAP BI 9am-12pm |
| 29 PeopleSoft- Faculty 10-11am Introduction to Outlook 2010 1-2pm | 30 TeamSites in SharePoint 2010 10-11:30am PeopleSoft- Staff 1-2pm | | | |