

## February 2013

### Software Application Training Schedule

#### Information Services Division

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

[To register, please e-mail: SATRegistration@wcupa.edu](mailto:SATRegistration@wcupa.edu)

Monday	Tuesday	Wednesday	Thursday	Friday
				1 <a href="#">Introduction to Outlook 2010</a> 1-2pm
4 <a href="#">Basic SAP</a> 10-11am	5 <a href="#">Introduction to SharePoint 2010</a> 10-11:30am  <a href="#">Introduction to PowerPoint 2010</a> 12:30-1:30pm  <a href="#">D2L: Dropbox</a> 2-3pm  <a href="#">Scantron Test Scoring</a> 4-6pm (And 002)	6 <a href="#">Introduction to Smart Board</a> 11am-12pm	7 <a href="#">Introduction to Contribute</a> 10-11am  <a href="#">Introduction to Mediasite</a> 11am-12pm  <a href="#">Fundamentals of D2L</a> 3-4pm	8 <a href="#">SAP BI</a> 9am-12pm  <a href="#">PeopleSoft -Faculty</a> 1-2pm
11 <a href="#">D2L: Quizzes and Exams</a> 11am-12pm	12 <a href="#">Introduction to SurveyMonkey</a> 11am-12pm  <a href="#">Clicker Make and Take</a> 2-3pm	13 <a href="#">Creating a Team Site in SharePoint</a> 10-11:30am  <a href="#">Mediasite Workshop Make and Take</a> (And 111) 4-6pm	14 <a href="#">SAP BI</a> 9am-12pm  <a href="#">Scantron Test Scoring</a> 10am-12pm (And 002)	15 <a href="#">PeopleSoft -Staff</a> 10-11am
18 <a href="#">SAP BI</a> 9am-12pm  <a href="#">PeopleSoft- Staff</a> 1-2pm	19 <a href="#">Smart Podium Basics</a> (And 204) 9:30-10:30am  <a href="#">SAP Electronic Requisition</a> 9-11:30am  <a href="#">Clicker Make and Take</a> 12-2pm  <a href="#">Introduction to Excel 2010</a> 2:30-4pm	20 <a href="#">Introduction to Contribute</a> 10-11am  <a href="#">D2L: Gradebook</a> 2-3pm	21 <a href="#">Smart Board Notebook</a> 10-11am  <a href="#">Safe Surfing at WCU</a> 2-3:30pm	22 <a href="#">PeopleSoft- Faculty</a> 1-2pm
25 <a href="#">Scantron Test Scoring</a> (And 002) 2-4pm  <a href="#">Introduction to Windows 7</a> 3-4:30pm	26 <a href="#">SAP BI</a> 9am-12pm  <a href="#">Charts and Graphs in Excel 2010</a> 2:30-4pm	27 <a href="#">Introduction to Camtasia</a> 10-11am	28 <a href="#">Working with Libraries: SharePoint 2010</a> 10-11:30am  <a href="#">D2L: Collaborate/Kaltura</a> 1-2pm	