

UITS TECHNOLOGY WORKSHOPS

SPRING 2025



*Check out our full
selection in OwlTrain*



**KENNESAW STATE
UNIVERSITY**
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

JANUARY

- | | | | | | | | | | |
|------------------|--|------------------|--|------------------|---|------------------|---|------------------|---|
| 14
TUE | D2L Quick
Answers: Import,
Export, and
Copy
Components

10–10:30 a.m.
Online via Teams | 15
WED | D2L Quick
Answers:
Student Progress
Tracking

2–2:30 p.m.
Online via Teams | 16
THU | D2L Quick
Answers:
Homepage &
Widgets

10–10:30 a.m.
Online via Teams | 17
FRI | D2L Quick
Answers:
Common
Questions with
Simple Solutions

2–2:30 p.m.
Online via Teams | 21
TUE | Getting Started
with Microsoft
Copilot

10–11 a.m.
Online via Teams |
| 23
THU | Microsoft Office
Formatting Basics

10–11 a.m.
Online via Teams | 24
FRI | Omni CMS

10–11:30 a.m.
Online via Teams | 28
TUE | Microsoft
Loop for
Collaboration

10–11 a.m.
Online via Teams | 29
WED | Get it Together:
Tech Tools to
Get (and stay)
Organized

2–3 p.m.
Online via Teams | 30
THU | Organizing Your
Outlook Inbox

10–11 a.m.
Online via Teams |

FEBRUARY

- | | | | | | | | | | | | |
|------------------|---|------------------|--|------------------|---|------------------|---|------------------|--|------------------|--|
| 3
MON | Excel Basics:
Getting Started
with Excel

10–11 a.m.
Online via Teams | 4
TUE | Excel Basics:
Simple
Formulas and
Functions

10–11 a.m.
Online via Teams | 5
WED | Excel: Tables,
Charts, and
Pivot Tables

10–11:30 a.m.
Online via Teams | 6
THU | Excel:
Conditional
Functions

10–11 a.m.
Online via Teams | 7
FRI | Power Query
in Excel

10–11 a.m.
Online via Teams | | |
| 11
TUE | Intro to Canva

2–3 p.m.
Online via Teams | 12
WED | Getting Started
with Microsoft
Forms

10–11 a.m.
Online via Teams | 18
TUE | Creating Graphics
in Adobe Express

10–11 a.m.
Online via Teams | 19
WED | Adobe
Photoshop
Express

10–11 a.m.
Online via Teams | 20
THU | Intro to
Adobe
AI Tools

10–11 a.m.
Online via Teams | 28
FRI | Omni CMS

10–11:30 a.m.
Online via Teams |

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MARCH

4
TUE | **D2L Quick
Answers:
Midterm Grades**

10-10:30 a.m.
Online via Teams

6
THU | **Getting Started
with Microsoft
Copilot**

2-3 p.m.
Online via Teams

11
TUE | **Getting Started
with Qualtrics
Surveys**

10-11 a.m.
Online via Teams

12
WED | **Video Creation
with Canva**

2-3 p.m.
Online via Teams

18
TUE | **Advanced
Qualtrics Surveys**

2-3 p.m.
Online via Teams

25
TUE | **Intro to CAISY AI
Simulator**

2-3 p.m.
Online via Teams

27
THU | **Organizing
Your Outlook
Inbox**

2-3 p.m.
Online via Teams

28
FRI | **Omni CMS**

10-11:30 a.m.
Online via Teams

APRIL

7
MON | **Excel Basics:
Getting Started
with Excel**

2-3 p.m.
Online via Teams

8
TUE | **Excel Basics:
Simple
Formulas and
Functions**

2-3 p.m.
Online via Teams

9
WED | **Excel: Tables,
Charts, and
Pivot Tables**

2-3:30 p.m.
Online via Teams

10
THU | **Excel:
Conditional
Functions**

2-3 p.m.
Online via Teams

11
FRI | **Power Query
in Excel**

2-3 p.m.
Online via Teams

15
TUE | **Get it
Together:
Tech Tools to
Get (and stay)
Organized**

10-11 a.m.
Online via Teams

17
THU | **Getting Started
with Microsoft
Copilot**

10-11 a.m.
Online via Teams

22
TUE | **Microsoft Loop
for Collaboration**

2-3 p.m.
Online via Teams

23
WED | **Intro
to Canva**

10-11 a.m.
Online via Teams

24
THU | **D2L Quick
Answers:
Final Grades**

2-2:30 p.m.
Online via Teams

25
FRI | **Omni CMS**

10-11:30 a.m.
Online via Teams