

Introduction to Office 365 and One Drive

June 5: 11:30am - 1:00pm, Young 134

This workshop will introduce participants to the online version of Office, also known as Office 365. We will learn how to access the online office applications, as well as gain a better understanding to what Microsoft One Drive is and why we would use it. We will learn how to collaborate and share a document. All Centre faculty, staff and students have access to Office 365 through CentreNet. In addition with exploring Office 365, we will also learn how to download the One Drive desktop apps and briefly touch on the other Office Apps for tablet and mobile devices.

Facilitated by Candace Wentz, the Center for Teaching and Learning

Creating Surveys/Assessments Using Qualtrics

June 7: 11:30am - 1:00pm, Young 134

Whether you want to collect data for research, design a test or quiz, design an experiment with your students, or collect departmental data throughout the academic year, Qualtrics will work for you. In this workshop you will learn about Qualtrics, our campus-wide survey platform. You will learn how to set up a survey, distribute a survey to your colleagues, and view the results. If you are already familiar with Google Forms or Survey Monkey, come learn about Qualtrics to see how this new program might fit your needs.

Facilitated by Candace Wentz, the Center for Teaching and Learning

Scheduling, Recording, and Other Cool Features in Zoom

June 12: 11:30am - 1:00pm, Young 134

In this hands-on session, participants will learn the basics of Zoom, Centre's videoconferencing platform. Zoom creates seamless online connections for interviews, presentations, connections with colleagues or students, conversations, and more. Participants will learn to schedule, record, and share content using Zoom. Features such as screen sharing and the chat module will also be shown.

Facilitated by Kristi Burch, the Center for Teaching and Learning

Working with Video using Microsoft Stream

June 19: 11:30am - 1:00pm, Young 134

Did you know that part of the Office 365 is a program called Microsoft Stream? Stream allows you to upload and share video with your colleagues. Another feature within Stream is the availability to create groups. This comes in handy when you only want to share specific content with your program, department, organization or class. In this workshop, you will learn more about Stream, how to add new videos and share those videos with your colleagues. We will also cover how to create a group, add individuals to your group, create a channel and convert your powerpoint into a video to upload it to Stream.

Facilitated by Todd Sheene, the Center for Teaching and Learning

Introduction to Office 365 and One Drive

June 26: 11:30am - 1:00pm, Young 134

This workshop will introduce participants to the online version of Office, also known as Office 365. We will learn how to access the online office applications, as well as gain a better understanding to what Microsoft One Drive is and why we would use it. We will learn how to collaborate and share a document. All Centre faculty, staff and students have access to Office 365 through CentreNet. In addition with exploring Office 365, we will also learn how to download the One Drive desktop apps and briefly touch on the other Office Apps for tablet and mobile devices.

Facilitated by Candace Wentz, the Center for Teaching and Learning