



Technology Training Center

WORKSHOPS for FACULTY & STAFF

Virtual Sessions

March 7	10 a.m.-11 a.m.	MS Word mail merge
March 8	10 a.m.-11 a.m.	Create fillable forms with Adobe Acrobat Pro
March 14	10 a.m.-11 a.m.	SIS queries for faculty advisors
March 14	11 a.m.-12 p.m.	Excel: VLookup & Pivot Tables
March 14	5 p.m.- 6 p.m.	Manage Content with Google Drive
March 15	10 a.m.-11 a.m.	Excel: Frequently used formulas & functions
March 15	11 a.m.-12 p.m.	Capture Lectures with Digital Tools
March 16	5 p.m.- 6 p.m.	Dig Deeper into Google Docs
March 21	11 a.m.-12 p.m.	Create Quizzes & Exams with the Help of Respondus
March 22	10 a.m.-11 a.m.	Introduction to MS Publisher
March 22	11 a.m.-12 p.m.	Present & Collaborate Online with Blackboard Collaborate Ultra
March 23	11 a.m.-12 p.m.	Transition to a Blackboard Content Editor Power-User
March 28	10 a.m.-11 a.m.	Captioning YouTube videos
March 28	5 p.m.- 6 p.m.	Dig Deeper into Google Sheets & Google Forms
March 29	11 a.m.-12 p.m.	Apply Blackboard Interactive Rubric Feature
March 30	10 a.m.-11 a.m.	How to work from home using VPN & FTP / How to use myNOVA Advanced Password Reset tool
March 30	5 p.m.- 6 p.m.	Collaborate Online with Google Hangouts
April 4	10 a.m.-11 a.m.	Introduction to MS Visio
April 4	11 a.m.-12 p.m.	Present & Collaborate Online with Blackboard Collaborate Ultra
April 5	5 p.m.- 6 p.m.	Access & Use VCCS Google Apps

April 6	10 a.m.-11 a.m.	Cybersecurity: Don't fall for phishing scams
April 6	5 p.m.- 6 p.m.	Manage Content with Google Drive
April 11	5 p.m.- 6 p.m.	Dig Deeper into Google Docs
April 13	3 p.m.- 4 p.m.	Present & Collaborate Online with Blackboard Collaborate Ultra
April 18	10 a.m.-11 a.m.	SIS Queries for faculty advisors
April 18	11 a.m.-12 p.m.	Excel: VLookup & Pivot Tables
April 18	1 p.m.- 2 p.m.	Transition to a Blackboard Content Editor Power-User
April 19	5 p.m.- 6 p.m.	Dig Deeper into Google Sheets & Google Forms
April 20	10 a.m.-11 a.m.	How to caption YouTube videos
April 20	3 p.m.- 4:30 p.m.	Use Blackboard Assignment & SafeAssign Options
April 25	10 a.m.-11 a.m.	How to work from home using VPN & FTP / How to use myNOVA Advanced Password Reset tool
April 25	1 p.m.- 2 p.m.	Apply Blackboard Interactive Rubric Feature
April 26	5 p.m.- 6 p.m.	Collaborate Online with Google Hangouts
April 27	10 a.m.-11 a.m.	Googling smarter for more reliable search results
April 27	3 p.m.- 4:30 p.m.	Use & Manage Blackboard Grade Center
May 1	10 a.m.-11 a.m.	Introduction to MS Visio
May 3	1 p.m.- 2 p.m.	Create Quizzes & Exams with the Help of Respondus
May 9	10 a.m.-11 a.m.	Googling smarter for more reliable search results
May 10	10 a.m.-11 a.m.	Introduction to MS Publisher

Classroom Sessions at 3922 Pender Drive, Room 149, Fairfax

March 16	10 a.m.-12 p.m.	Adobe Acrobat Pro Basics
March 23	10 a.m.-12 p.m.	Adobe Acrobat Pro Advanced
April 5	10 a.m.-12 p.m.	Excel Basics
April 12	10 a.m.-12 p.m.	Excel Intermediate
April 19	10 a.m.-12 p.m.	Excel Advanced

**To register, please visit eli.nvcc.edu/trainingcatalog
Questions? TechnologyTrainingCenter@nvcc.edu**