



## Training and information session schedule – October 2007

For more information or to sign up for a session,  
contact Sheila Walker at 375-7286, email [shwalke1@wsc.edu](mailto:shwalke1@wsc.edu)

### **Using the Groupwise Calendar – TRC Staff** (TRC Training Lab, LI 24)

Make the most of your Groupwise calendar

Wednesday, Oct. 10: 9-10, 2-3

Thursday, Oct. 11: 9-10, 3:30-4:30

### **Email archiving – TRC Staff** (TRC Training Lab, LI 24)

#### **Clean up your mailbox and save what's important**

*Reminder: E-mails older than 18 months are automatically deleted from the system.*

Friday, Oct. 12: 10-11, 2-3

Wednesday, Oct. 17: 11-12

Thursday, Oct. 18: 1:30-2:30

### **Computer-based training – TRC Staff** (TRC Training Lab, LI 24)

Skillssoft CBT is a large collection of computer-based training courses purchased in cooperation with the State of Nebraska for use by WSC faculty and staff. The wide variety of courses available includes: *Using Microsoft Office; Customer Service; Business Grammar and Writing Essentials; Working More Effectively – Taking Control of Your Time; and Living a Balanced Life.*

Thursday, Oct. 11: 11-12, 2-3

Friday, Oct. 12: 11-12

Thursday, Oct. 18: 11-12

Friday, Oct. 19: 11-12

### **Getting started with WebCT – Eddie Elfers** (TRC Training Lab, LI 24)

Wednesday, Oct. 17: 9-10, 3:30-4:30

### **WebCT Level II – Eddie Elfers** (TRC Training Lab, LI 24)

(For faculty who have already taken beginning WebCT training)

Thursday, Oct. 18: 9-10, 3:30-4:30

### **Academic Web publishing for faculty – Eddie Elfers** (TRC Training Lab, LI 24)

Friday, Oct. 19: 10-11, 1:30-2:30

Monday, Oct. 22: 9-10, 1:30-2:30

### **Desktop videoconferencing demonstration – TRC Staff** (TRC Room 18)

Videoconference from your desktop with students, other colleagues.

Tuesday, Oct. 23: 9-10

Wednesday, Oct. 24: 10-11, 3:30-4:30

### **Green Screen video demonstration – TRC Staff** (TRC Room 11)

Go to <http://www.wsc.edu/it/> and click on Video Tutorials (under Help Desk) to see an example of this technology. Then come over, see how it's done, and think of ways to liven up your website.

Thursday, Oct. 25: 9-10, 3:30-4:30

Friday, Oct. 26: 11-12, 1:30-2:30

**Scanning and editing photographs – Eddie Elfers** (TRC Multimedia Lab, LI 14)

Monday, Oct. 15: 1:30-2:30

Tuesday, Oct. 23: 3:30-4:30

Wednesday, Oct. 24: 1:30-2:30

Thursday, Oct. 25: 11-12

Friday, Oct. 26: 10-11

**Annenberg/NETCHE videos – TRC Staff** (TRC Training Lab, LI 24)

Select from a vast collection of archived digital videos and download for viewing in the classroom or on your office computer.

Monday, Oct. 29: 9-10

Tuesday, Oct. 30: 9-10, 3:30-4:30

**Using the HP large-format plotter-printer – TRC Staff** (TRC Multimedia Lab, LI 14)

The TRC has been overwhelmed with requests for printing, and we can no longer accommodate big jobs (more than one or two posters at a time). However, we're happy to show you how to set up and manage and print your own big projects. Come learn how.

Wednesday, Oct. 10: 10-11

Monday, Oct. 15: 11-12

Tuesday, Oct. 23: 10-11

Wednesday, Oct. 24: 11-12

Please contact **Sheila Walker** at 375-7286, email [shwalke1@wsc.edu](mailto:shwalke1@wsc.edu), to sign up for these sessions. All training areas are located in the Lower Level of Conn Library.