

# Instructional Technology Training Schedule

## April 2018

Please register in PLZ by going to <http://myapps.microsoft.com>

Webinar links will be emailed to registrants 24 hours prior to training

Date	Time	Training	Location
Tuesday, April 3	<b>Schedule A</b>	Microsoft Office 365: Accessing Student Email Accounts	<b>Webinar</b>
	<b>Schedule B</b>	Microsoft Office 365 Overview (Office Online/OneDrive)	<b>Webinar</b>
	3:30-4:30	SMART Board for the Intermediate	TTC, Lab 8
	4:30-5:30	SMART Board for the Intermediate	TTC, Lab 8
Thursday, April 5	3:30-4:30	Navigation Tools for the Promethean Panels (Intermediate)	TTC, Lab 8
	4:30-5:30	Navigation Tools for the Promethean Panels (Intermediate)	TTC, Lab 8
Tuesday, April 10	<b>Schedule A</b>	SMART Board for the Intermediate	<b>Webinar</b>
	<b>Schedule B</b>	SMART Board for the Intermediate with Notebook 17	<b>Webinar</b>
	3:30-4:30	Using Microsoft Tools for Collaboration (TEAMS, OneNote)	TTC, Lab 8
	4:30-5:30	Using Microsoft Tools for Collaboration (TEAMS, OneNote)	TTC, Lab 8
	4:30-5:30	Microsoft Innovative Educator (MIE) Follow-up Virtual Session	TTC, Lab 8 <i>Microsoft Trainer</i>
Thursday, April 12	3:30-4:30	Microsoft Excel for the Beginner	TTC, Lab 8
	4:30-5:30	Microsoft Excel for the Beginner	TTC, Lab 8
Tuesday, April 17	<b>Schedule A</b>	Creating Lessons/Assessments in ClassFlow	<b>Webinar</b>
	<b>Schedule B</b>	Creating Lessons/Assessments in ClassFlow	<b>Webinar</b>
	3:30-4:30	Tech Tools for the Classroom	TTC, Lab 8
	4:30-5:30	Tech Tools for the Classroom	TTC, Lab 8
Thursday, April 19	3:30-4:30	School Webpage Design Using Contribute	TTC, Lab 8
	4:30-5:30	School Webpage Design Using Contribute	TTC, Lab 8
Tuesday, April 24	<b>Schedule A</b>	Microsoft Excel for the Beginner	<b>Webinar</b>
	<b>Schedule B</b>	Microsoft Excel for the Beginner	<b>Webinar</b>
	3:30-4:30	Creating Lessons/Assessments in ClassFlow	TTC, Lab 8
	4:30-5:30	Creating Lessons/Assessments in ClassFlow	TTC, Lab 8
Thursday, April 26	3:30-4:30	SMART Board for the Intermediate with Notebook 17	TTC, Lab 8
	4:30-5:30	SMART Board for the Intermediate with Notebook 17	TTC, Lab 8

### Webinar Times

#### Schedule A

8:40 am – 9:20 am  
9:30 am – 10:10 am  
10:20 am – 11:00 am

#### Schedule B

1:35 pm – 2:15 pm  
2:25 pm – 3:05 pm  
3:15 pm – 3:55 pm