



Shelby County Schools

ITA December Training Calendar

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

<u>Date</u>	<u>Time</u>	<u>Course #</u>	<u>Training</u>	<u>Location</u>
Tuesday, December 3	3:00-4:30 pm	16203	<i>Microsoft Excel Beginner</i>	TLA W110
	4:30-5:30 pm	14627	<i>Promethean Intermediate Interactive Panels</i>	TLA W110
	Schedule A Schedule B	15214	<i>Webinar: Microsoft Collaboration Tools TEAMS and One Note</i>	Webinar
Thursday, December 5	3:00-5:00 pm	18009	<i>Canvas: Open Lab for Course Creators and Instructors</i>	TLA W110
	3:30-4:30 pm	16237	<i>SMART Interactive Panels for the Intermediate</i>	TLA W112
	4:30-5:30 pm	16201	<i>Microsoft Teams for Student and Parent Communication</i>	TLAW 112
Tuesday, December 10	Schedule A Schedule B	16227	<i>Webinar: Microsoft Collaboration Tools TEAMS and One Note</i>	Webinar
Thursday, December 12	3:00-5:00 pm	18010	<i>Canvas: Open Lab for Learners</i>	TLA Lobby
	3:30-4:30 pm	16218	<i>Microsoft 365 Overview (PowerPoint and Sway)</i>	TLA L11
	4:00-5:30 pm	16203	<i>Microsoft Excel Beginner</i>	TLA L11

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