

# Instructional Technology Training Schedule

## April 2019

Please register in PLZ by going to <http://myapps.microsoft.com>  
Webinar links will be email to registrants 24 hours prior to training

Date	Time	Training	Location
Tuesday, April 2	<b>Schedule A</b>	SMART Interactive Panel for the Intermediate (Notebook 17)	<b>Webinar</b>
	<b>Schedule B</b>	SMART Interactive Panel for the Intermediate (Notebook 17)	<b>Webinar</b>
	3:30-4:30 pm	Promethean Interactive Panels for the Beginner	TTC, Lab 8
	4:30-5:30 pm	Promethean Interactive Panels for the Beginner	TTC, Lab 8
Thursday, April 4	3:30-5:00 pm	Microsoft Collaboration Tools (Including Teams and OneNote)	TTC, Lab 8
Tuesday, April 9	<b>Schedule A</b>	Microsoft Presentation Tools: PowerPoint and Sway	<b>Webinar</b>
	<b>Schedule B</b>	Microsoft Presentation Tools: PowerPoint and Sway	<b>Webinar</b>
	3:30-4:30 pm	ClassFlow Interactive Software	TTC, Lab 8
	4:30-5:30 pm	ClassFlow Interactive Software	TTC, Lab 8
Thursday, April 11	3:30-5:00 pm	Microsoft Excel Beginner	TTC, Lab 8
Tuesday, April 16	<b>Schedule A</b>	Microsoft Office 365 Overview	<b>Webinar</b>
	<b>Schedule B</b>	Microsoft Office 365 Overview	<b>Webinar</b>
	3:30-5:00 pm	Microsoft Excel Intermediate	TTC, Lab 8
Thursday, April 18	3:30-5:00 pm	Microsoft Collaboration Tools (Including Teams and OneNote)	TTC, Lab 8
Tuesday, April 23	<b>Schedule A</b>	ClassFlow Interactive Software	<b>Webinar</b>
	<b>Schedule B</b>	ClassFlow Interactive Software	<b>Webinar</b>
	3:30-4:30 pm	Skype for Business	TTC, Lab 8
	4:30-5:30 pm	Skype for Business	TTC, Lab 8
Thursday, April 25	3:30-5:00 pm	Microsoft Excel Intermediate	TTC, Lab 8
Tuesday, April 30	<b>Schedule A</b>	SMART Interactive Panel for the Intermediate (Notebook 17)	<b>Webinar</b>
	<b>Schedule B</b>	SMART Interactive Panel for the Intermediate (Notebook 17)	<b>Webinar</b>
	3:30-4:30 pm	Microsoft Presentation Tools: PowerPoint and Sway	TTC, Lab 8
	4:30-5:30 pm	Microsoft Presentation Tools: PowerPoint and Sway	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