

Lunch & Learn Technology Training Program

June 2019 – Faculty Month

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
<u>Office 365 – One Drive</u> 12:00pm		<u>Office 365 – OneNote</u> 12:00pm		<u>Office 365 – Teams</u> 12:00pm
10	11	12	13	14
<u>Blackboard Collaborate</u> 12:00pm		<u>Blackboard – Adding a Syllabus</u> 12:00pm		<u>Piktochart – Creating a Visual Syllabus</u> 12:00pm
17	18	19	20	21
<u>Blackboard – Adding Announcements</u> 12:00pm		<u>Blackboard – Sending Emails to Students</u> 12:00pm		<u>Blackboard – Creating Groups</u> 11:00am*
24	25	26	27	28
<u>Illumira – Video Repository</u> 12:00pm		<u>Creating a Gradebook in Excel</u> 12:00pm		