



## Fall 2024 Learning Technology Training Sessions

All trainings will be held in person but also offered via WebEx. RSVPs are highly encouraged for daytime sessions, but walk-ins are always welcome.

\*\*\*RSVPs are REQUIRED for the evening sessions. \*\*\*

[gortona@alpenacc.edu](mailto:gortona@alpenacc.edu)

### Blackboard

Bring your questions, discuss the latest updates, and learn helpful tricks and tips to improve your course! WebEx meeting link: [Click here](#)

Date	Day	Time	Location
9/10	Tuesday (Overview/Basics)	3:00 PM	CTR 112
9/16	Monday (Grade Center Basics)	2:00 PM	CTR 112
<b>9/18***</b>	<b>Wednesday</b> (Overview/Basics)	<b>5:30 PM</b>	<b>CTR 114</b>
9/19	Thursday (Grade Center Advanced)	3:00 PM	CTR 114

### WebEx Features

Learn WebEx features and how to successfully use them in the classroom. WebEx meeting link: [Click here](#)

Date	Day	Time	Location
9/24	Tuesday (Screen Sharing, Recordings, and Interactive tools)	3:00 PM	BTC 117
9/25	Wednesday (Breakout Rooms)	10:00 AM	BTC 117
<b>9/30***</b>	<b>Monday</b> (Screen Sharing, Recordings, and Interactive tools)	<b>5:30 PM</b>	<b>BTC 117</b>

### Windows 11

Learn about the updated Windows 11 features, how to successfully use them, and ways to increase productivity. WebEx meeting link: [Click here](#)

Date	Day	Time	Location
10/2	Wednesday	2:00 PM	CTR 112
10/4	Friday	11:00 AM	CTR 112
<b>10/8***</b>	<b>Tuesday</b>	<b>5:30 PM</b>	<b>CTR 114</b>

## AI Prompt Writing

Learn how to effectively use AI in the classroom and write specific prompts to yield the best AI search results! WebEx meeting link: [Click here](#)

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>
10/17	Thursday	2:00 PM	CTR 114
10/21	Monday	2:00 PM	CTR 112
<b>10/22***</b>	<b>Tuesday</b>	<b>5:30 PM</b>	<b>CTR 114</b>

## Outlook

Learn tips, tricks, and best practices of using Outlook to increase productivity. WebEx meeting link: [Click here](#)

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>
10/29	Tuesday (Calendar, Signature, and Alerts)	2:00 PM	BTC 117
11/1	Friday (Templates, Scheduling, and Follow-up emails)	11:00 AM	BTC 117
<b>11/7***</b>	<b>Thursday</b> (Calendar, Signature, and Alerts)	<b>5:30 PM</b>	<b>BTC 117</b>

## Accessibility

Bring your own files to work on alongside the Learning Technology staff. We will help troubleshoot any accessibility issues and answer any questions you may have.

This workshop will be by appointment only- please contact Alex at [gortona@alpenacc.edu](mailto:gortona@alpenacc.edu) or call ext. 7289 to schedule an appointment.