

Traveling Overseas with Technology



When you take a mobile device while traveling abroad, you are risking the safety of the device and the information stored on it. Personal and/or University information stored on laptops, tablets and phones taken overseas can be compromised, lost or stolen while traveling or seized or impounded at border crossings, leaving data at risk.

Additionally, devices may be subject to dangerous networks while traveling, or even to tampering, in countries known for industrial espionage. Devices may become infected with malicious software either through exposure to dangerous networks or services, or intentionally placed there by bad actors. While some of these dangers may seem remote, the FBI has issued advisories

to U.S. travelers regarding these dangers.

Faculty and staff who travel internationally for University business must follow the guidelines outlined in the **IT Security for International Travel Standard**. It addresses these risks by providing a set of guidelines for traveling safely with mobile devices.

How can you protect yourself and University data and systems? Here are some basic tips:

- Do not store important data on your mobile devices. Instead, use a cloud storage service, either Box or Google Drive for University data.
- All mobile devices should be password protected and encrypted. Phones should be configured with a passcode, and laptops should require login credentials. By encrypting your mobile devices, no one can read the contents of the hard drive if it is lost, stolen or confiscated. University laptops and mobile devices should be configured with these security measures on them.

There are some countries that present a higher risk to travelers because of their history of targeting travelers' devices. The most well known countries are China and Russia.

You must follow the guidelines when taking any University-owned mobile device to China or Russia. If you want to take a laptop, arrange to take a rental laptop from the ND Computer Service Center. These

laptops are configured with the University software image and other safety precautions. There is no charge for this service.

When you return to campus, you must not use the computer on the Notre Dame network. Return it to the service center so that the rental unit can be examined and cleaned. Using a rental computer ensures that your own system will be safe for you to use when you return.

You may also rent a mobile phone or tablet. However, if you want to travel with your mobile phone or tablet, you must make a backup of your device before traveling. When you return, you must restore the backup onto your device BEFORE you reconnect to the ND network.

Any compromise to your mobile phone or tablet will be removed when you restore your system from backup. This will keep your personal information, and the University's information safe. Your department's IT support can assist you with backing up and restoring your mobile phone or tablet.

For additional precautions to review before traveling internationally, visit ntrda.me/TravelSecurely.

The full IT Security for International Travel Standard can be found at ntrda.me/TravelStandard.

Keeping ND Information SAFE

In recent months, computer hackers have successfully stolen sensitive personal information and confidential intellectual property from major universities and corporations. The attacks cost the affected institutions millions in lost revenues, regulatory penalties and damage to their reputations. At universities, these attacks take time and resources away from teaching and research.

As a result of this increased risk to institutions worldwide, Notre Dame is taking steps to reduce the threat of cyber attacks through a project called **Secure Authentication for Everyone (SAFE)**.

The SAFE project has two main goals. One is to update our password policy to encourage stronger passwords. The other goal is to provide a service called "two-step login" for our more sensitive and critical services.

The SAFE project will revise the University password policy to help keep your systems more secure and reduce University risk, while making passwords easier to type and to remember. The current requirements for password complexity will be updated to encourage the use of longer yet simpler passwords. In fact, longer but simpler passwords (e.g., passwords that are all lower case



combinations of common words), are actually stronger than shorter complicated passwords, and they are harder to guess or crack with hacking tools.

In addition, your password will no longer expire after 180 days, and you will be allowed to use the same password for as long as you want. Both of these changes to the password policy will occur during this academic year.

Two-step login adds an additional way for you to verify your identity. For example, you could approve a login to a service from your home or work phone, cell phone or other device. This extra login step only takes a few seconds and significantly reduces the risk of someone using stolen credentials to access a service.

The SAFE project team is working with departments on campus to determine which sensitive or critical University services will require two-step login. This service will only be required for people who access these types of services.

These improvements to information security will roll out to campus over the next year once testing is complete. More information regarding the SAFE project will be available over the next few months. If you have any questions about the SAFE project, please contact infosec@nd.edu.

OIT's Phish Bowl

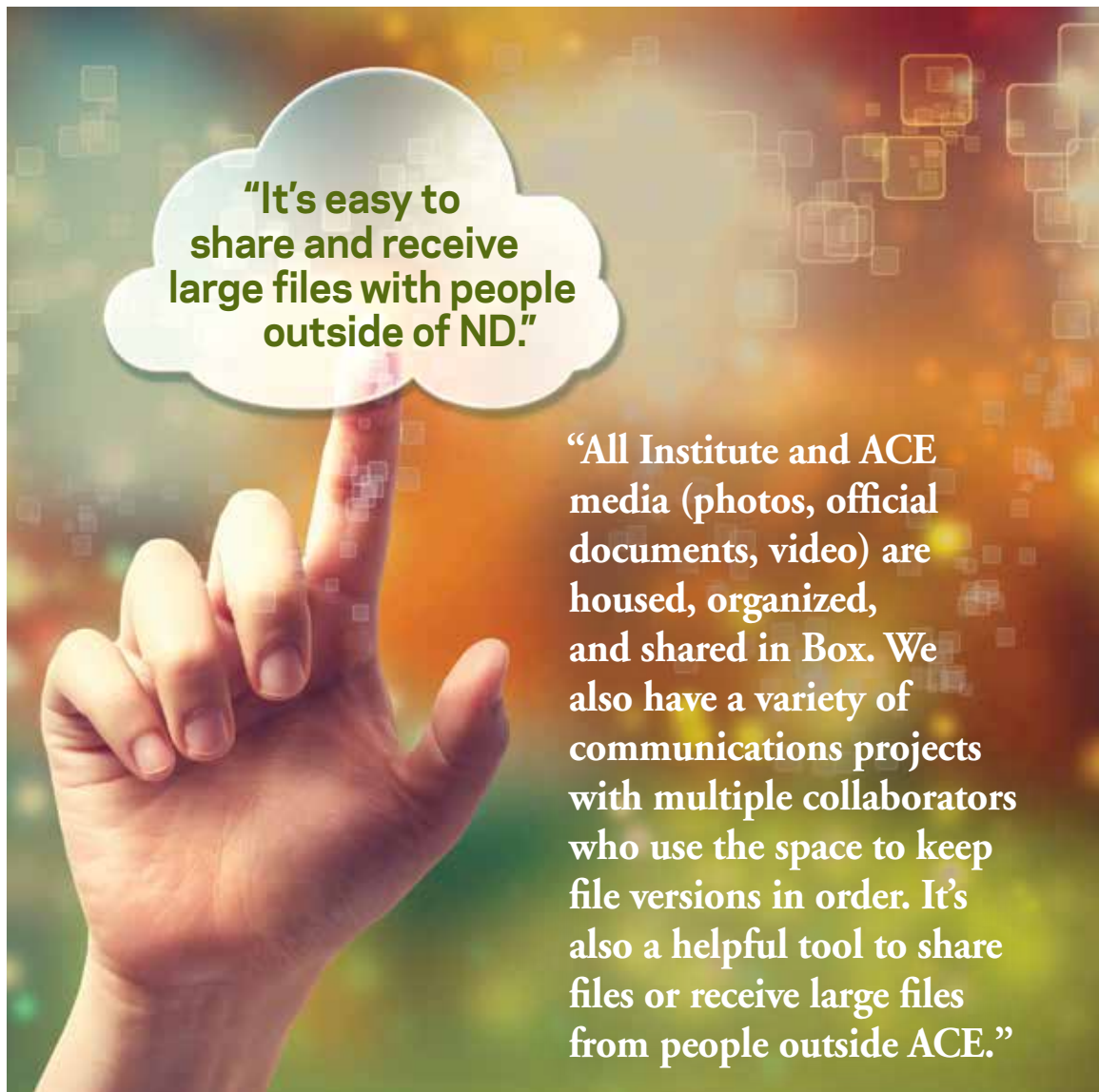


Can Help You Stay Safe

Phishing scam emails arrive almost daily at Notre Dame asking for you to click a link or send personal details like your NetID, password and banking information. The OIT has created a "phish bowl" to display the scam messages so that you can verify if the message you are reading might be an attempt to steal your information. You can view messages in the phish bowl at ntrda.me/PhishBowl.

How Box Is Being Used At ND

Box is one of the collaborative services at Notre Dame where you can store your files for yourself, for your team, or to share with people anywhere in the world. In early 2015, a survey was conducted to find out how customers were using box.nd.edu and why they liked it. Here is what some of the faculty and staff say about Box. You can find additional information on Box at ntrda.me/box.



Box has improved the way we share documents within the team.

It is especially nice to have the version history available for mistakes and to answer questions. We don't have to worry about who has the latest documents. Anyone can edit them, so you aren't emailing documents back and forth. Plus, we can easily access documents from anywhere.

Box changed the way our department collaborates.

We have the ability to share documents in one space and edit them using Box Sync. As a result, our work efforts are more efficient.

Photo and video sharing.

Before we used Box, clients would ask for photos or video to be burned on a CD or DVD, thumb drive or copied to their AFS space. Now it's easy to upload to Box and send a link.

Box is a secure means of collaborating with our external business partners.

The encryption, access control and auditing features make Box a strong solution for this need. On a personal basis, Box supports my volunteer efforts by allowing me to seamlessly share media with members of a group who have signed up for a free Box account. We no longer need to print meeting agendas and materials. Email, which is inherently distributed and out of everyday administrative control, is relied on less for long-term collaboration and information sharing.

Improved document sharing with students.

I mainly use Box for all of my digital media production classes at Notre Dame. Students download video tutorials for lab projects, project files, as well as media files for class screenings. I have students upload their project submissions to Box as well.



No longer need an internal server.

I use Box to store and share lower resolution derivative files of our digital archive with internal staff. I also use Box to share folders with higher resolution image files with designers, publishers and colleagues for publications. We no longer use an internal server to share image files.

It offers secure sharing and is easy to use.

I am the project manager of several large-scale research projects. I use Box to store and share data with colleagues, both on campus and across the country. Box gives users both on campus and across the county easy access to data, and allows us to store data in a safe environment. I do believe that our projects have been strengthened by better data security, ease of file transfer and less data loss than the projects had before with other data storage and transfer options.

It is a good solution for storing academic material and collaboration.

I use Box to store all my academic-related material accumulated throughout the years, and also to collaborate with other graduate students. I can reach my documents from everywhere. I don't have much concern about having not enough disk space. Additionally, I don't have to worry about losing my stored documents in case of computer theft, damaged hard drive, etc.

I collaborate with a team for a project, a committee for a conference and with clients or students with large media files.

I also have a "reel" of work at my disposal anywhere. It so easy to create a mutual shared, but secure, drop for inside and outside the University. Box also allows you to preview videos and PDFs full screen. One of the best features for students using their iPads to gather video for a projects, in seconds, they can share all video to a common Box file, and are able to share all assets gathered in individual projects.



Use Google Groups as a Mailing List and More!

Google Groups is a reliable collaboration tool that is Notre Dame's preferred mailing list provider. It provides an efficient way to communicate with your entire group via an email, sending a meeting invitation or sharing a document.

Any faculty or staff member can create a Google Group any time. The OIT Help Desk is available to answer your questions when you set up a Google Group.

This tool has all the features of the LISTSERV service, including moderation and permissions control on posting, but it offers much more. You can invite Google Groups to Calendar Events and Drive folders. Additionally, an individual's access will automatically change as they join or leave the group.

Google Groups can also offer a convenient group email feature. It can serve as a Collaborative Inbox. You can set up an email address for a large group and give several people access to respond to incoming emails in order to manage the workload.

For more information, visit ntrda.me/GoogleGroupsBasics.



Google Chrome Helps Keep You Organized

Google Chrome is more than just a web browser. It is a tool that helps keep you organized — especially if you have multiple Gmail accounts. If you struggle with logging into Chrome with the right Gmail account, or forget which account you are using, you can use Google Chrome Profiles to keep your emails separate.

Chrome also offers a variety of tools that lets you customize the way you work. Some of these valuable tools include an extension that tells you how much time you have until your next meeting, and a service that double-checks your grammar.

For more information visit ntrda.me/ApprovedGoogleAddins.

Making the Most of Your Google Drive

Google Drive is the space where you can store all your work documents. **My Drive** is the space where you organize your files. You have the ability to customize the folders and files in **My Drive** to set up a structure that works for you. **Shared with Me** is the space where others have invited you to collaborate with them.

When you create a new Google Doc, Sheet or other Google item, it will be auto-stored in **My Drive**. You can also upload any other content you like to keep files related to a project or topic in the same place.

Shared with Me is a running list of folders and files that others have shared with you. We recommend never deleting content from **Shared with Me** as this will impact all collaborators of that content.

There are two different ways to share in Google Drive: sharing a folder or file link and sharing by collaborating.

You can share a folder or file link with anyone inside or outside the University. The person does not need a Google account in order to view the content as long as you set the correct link permission.

Think of sharing links as a "View Only" relationship with another person. The person who receives the link will only be able to View (and Download) the folder or file, but will not be able to add to, update, or delete the folder, any content in the folder or file.

When you share by collaborating, you can collaborate with anyone inside or outside the University. Collaboration can be set at the folder or file level. It is better to collaborate at a folder level because it is easier to track who has access to what content.

Anyone invited to collaborate must have a Google account in order to add or edit content. Those who do not have a Google account will have "View Only" access. Inviting one or more individuals to collaborate creates an edit relationship with the other people. Those you invite will be able to add, update or delete content.

For additional information on **Google Drive**, **My Drive** or **Shared with Me**, visit ntrda.me/googledrive.

iPads in the classroom



Ever wondered what it would be like if every student in your class had an iPad? Many faculty across campus can answer that question confidently through the help of OIT's iPad lease pilot, now in its third year. In 2012, 150 fourth-generation iPads were purchased with the idea of partnering with faculty across the academy in the spirit of learning how the teaching and learning experience could be augmented and improved through the integration of iPads into the curriculum.

Since the pilot's inception, more than 25 faculty have taken part in the pilot, and thousands of students have benefited. The iPads have been used for everything from wirelessly projecting organic chemistry and genetics problem sets to teaching

elementary and middle school students how to produce their own videos; from visual and web design courses to helping teach the next generation of teachers for Alliance for Catholic Education.

Today the pilot is still going strong. This semester nearly 100 iPads were requested for courses, and dozens more are in use across campus. What keeps the program going? MobileND Program Manager **Matt Willmore** said that it is working closely with the faculty to help them get the most out of integrating the iPads in their courses.

"It's not enough to just give every student an iPad, and hope they will do better in the course. The key is working with the faculty to help them build their lesson plans around

the iPads and giving students lots of reasons to engage with the device not just during class but throughout the semester. This belief has led to a very high success rate with faculty using the iPads in their courses," Willmore stated.

While students lease the iPad for use in a particular course, they are encouraged to make it theirs and use it the entire semester. The result has been that students have a very positive experience with the iPad, sometimes only reluctantly turning it in after finals.

For more information on using iPads in your course, contact Matt Willmore at mwillmor@nd.edu.

ND Mobile App EXPANDS

The ND Mobile app continues to introduce new modules in an effort to provide valuable information based on the growing needs of faculty, staff and students. Each has been designed to address a specific campus need and will provide valuable information for faculty, staff and students.

The **Transit** module launched late in the spring semester and is a big step forward in moving around campus. Working in conjunction with NDSP, Transit provides students the ability to request a ride from the O'SNAP safe-ride service directly from the app. ND Security Police can manage all requests from the police station, and riders will be texted when their ride is en route. Transit also contains an interactive campus shuttle schedule in a very intuitive format, and will be adding schedules for Transpo and Coach USA buses this fall.

Undergraduate Admissions joined the app in the spring with a new module aimed at prospective students. From the module, interested students and their families can learn about the admissions process, meet their admissions counselor, find answers to frequently asked questions or schedule a campus visit.

The **FaithND** module was created in cooperation with the Alumni Association and is designed to give

mobile users quick access to important elements of the FaithND mission including the Daily Gospel Reflection, Saint of the Day and Grotto prayer requests.

The **Indoor Maps** module provides a very unique perspective of campus. While a campus map is great for getting us to a building, where do we go then? This module provides floor plans marked with amenities such as restrooms, handicap-accessible doors and even defibrillators. The module was piloted in partnership with the Office of Sustainability, the Office of Risk Management and the Office of Disability Services, and new buildings will continue to be added this fall.

The **Sakai** module was launched at the beginning of the fall semester. Now, students can see announcements, download assignments and view grades for all the courses in Sakai, directly within the app. This is the first time that grades in Sakai have been accessible on smartphones, and combined with the availability of course schedules and grades already in the app, provide a great solution for students wherever they are.

The ND Mobile app is managed by OIT's mobileND Program; more information on the app can be found at ntrda.me/mobile.

Technology in the classroom and beyond

The OIT is dedicated to supporting the technology needs in the classrooms to enhance the teaching and learning experience at Notre Dame.

The Audio Video Technologies & Facilities Design department promotes and supports the integration of technology in teaching, learning and scholarship.

Over the summer, this team has been replacing the hardware in all of the computer labs and most of the technology classrooms to new Lenovo machines, and upgraded the image on those machines. They also provide support in these classrooms, and can dispatch a technician to go to the classroom when necessary.

If you need additional equipment to incorporate into your course, you can check out portable equipment such as video projectors, small sound systems, skype kits, microphones, digital SLR cameras, 3-chip video cameras, single chip video cameras and more.

Does your department have an outdated conference room? Our team can assess your needs and provide a upgrade plan based on those needs for your audio, video and projection system. For additional information, go to: ntrda.me/Classroom/Technology.

The Hesburgh Libraries partnered with the OIT to develop the One Button Studio. This full-featured digital video production studio is available to all ND faculty, staff and students.



It is easy to use and requires no prior video production experience. The studio is an excellent resource for all types of video and presentation needs, including:

- Rehearse for class presentations, thesis or dissertation defenses
- Create videos for online instruction, such as MOOCs
- Create videos for recruitment, training or professional development seminars
- Create ePortfolio materials or video essays

- Practice your public speaking skills
- Use the green/blue screen to create visual effects
- Record a group interview or podcast

The studio is located in B-002 of the Hesburgh Library lower level. For information, visit ntrda.me/OneButtonStudio.

Other systems available for classroom use

Lecture Capture Recording System

The OIT has installed a classroom recording system in select classrooms in DeBartolo Hall. This opt-in system will record your entire class lecture, including capturing all of your projector content, as well as the front of the room. Once the recording is complete, it is automatically uploaded to a server, and students can access it through Sakai. The recordings will be available for students to view on any device a few hours after class ends. By recording your lectures, students can concentrate on the content rather than taking notes, review content they did not fully understand and review the lecture if they missed class so they don't fall behind.

For additional information, please contact Charles Barbour at cbarbour@nd.edu or 631-2386.

Lightboard Technology

Developed by the OIT Academic Technologies team and College of Science, Lightboard is a great tool to help faculty in creating content for use online. The instructor uses fluorescent markers to write on a pane of glass with a camera on the opposite side. The images are flipped electronically in real time. This allows the presenter to face the viewer, which seems more natural and engaging. The Lightboard studio is located in Jordan Hall.

If you're interested in using the system or have questions, please contact Charles Barbour at cbarbour@nd.edu or 631-2386.

For information about additional technologies that support teaching, research and learning, go to: ntrda.me/AcademicITSupport.

Computer spyware...beware!

Many different apps are available for free on the web. But is free always good? Not necessarily.

Spyware is a type of malware that can reconfigure your computer, clog your browser with pop-up ads or collect personal information without your permission.

Spyware applications advertise that they will speed up browsing, make your computer run faster, or seek out and destroy viruses. In reality, the application can track and report everything you click on, connect you to websites you did not choose to go to, or launch dozens of pop-up windows. Spyware is often designed to be difficult to un-install.

How did my computer get infected?

The most common spyware comes bundled with other software, often in a free download. When installing infected software, a little checkbox pops up that says, "Also install Trovi to speed up your browser." The little checkbox is already checked and you click "Next" without another thought.

Once the software is installed, you notice that your browser always starts up at Trovi-Search.com instead of the web page you had previously set.



You may also notice that no matter what website you try to browse to, you always end up on **Trovigo.com**. Eventually you can't browse at all. To make matters worse, Trovi blocks your attempts to change your homepage or even reset your search page back to Google. You may try a different browser and find that all of your browsers now have Trovi.

What's that spyware up to?

For example, Trovi isn't just annoying and time consuming — it could be stealing from you. Trovi records what you type. It installs other software on your computer without your knowledge. It records everything you search for and reports it back to marketing central. It even swipes the cookies that store passwords and other information needed to login to a website or buy something online.

How do I avoid spyware?

Follow these guidelines to help keep spyware from sneaking onto your computer:

Be careful where and what you download. If you get an app from Apple or Microsoft or another reputable software vendor, you can have confidence that the software is not infected with spyware.

Pay attention during the install. Spyware creeps in by going unnoticed when legitimate software is installing. Look at each screen before clicking "Next" and uncheck any checkboxes you aren't sure about.

Watch out for these current spyware programs that may be bundled into a free download and hijack your browser with advertisements and pop-ups:

- Trovi
- Ask.com
- Intellinet Smart Security
- Search Protect
- Shopper Pro
- Astromedia

See PC Tools for spyware list. Also use the Facebook App list at ntrda.me/FacebookAdware.

OIT Help Desk

The OIT Help Desk provides technology support to everyone at Notre Dame. You can get assistance with your Windows and Mac computers, a wide variety of software and IT services, file storage, iPads and Android tablets as well as smartphones.

Contact Information

Office: 128 DeBartolo Hall
 Phone: 574-631-8111
 Email: oithelp@nd.edu
 Chat: help.nd.edu
 Submit a ticket online at servicenow.nd.edu
 Website: oithelp.nd.edu

Academic Year Hours

Monday-Thursday, 7:30 a.m. to 8 p.m., (closed Wednesdays from noon to 1:30 p.m.); Friday, 7:30 a.m. to 5 p.m.; Sunday 3 to 8 p.m.

OIT Help Desk Fascinating Facts for 2015:

- Total phone calls received: 31,200
- 76 percent of those calls waited less than 30 seconds to talk to a consultant
- Total cases resolved: 33,130
- 60 percent of those individuals needing help called by phone
- 15 percent sent an email
- 5 percent visited us in person (walk-in)
- Just over 76 percent of the total cases were resolved within one hour or less.
- 76 percent of all incidents logged by the Help Desk are resolved by Help Desk consultants — without escalating to other OIT technical groups.

Top five questions and/or issues:

Individual NetID ▪ Gmail ▪ Email Service ▪ Department NetID ▪ Sakai

ND Computer Service Center

The ND Computer Service Center offers computer repair and rental services right on campus. As an authorized provider for warranty repairs on Apple, Dell and commercial model Lenovo computers, it can provide non-warranty service on these and other consumer model computer brands, as well as most HP monochrome laser printers.

If you need to rent a laptop computer while your computer is being repaired or when traveling out of the country, you can do so at the ND Computer Service Center. You can choose from a variety of Windows and Mac laptops, or iPads, available for rent at affordable daily rates. Since configurations can vary, please provide your hardware and software needs when you make your reservation.

Contact Information & Hours

102 IT Center (Bldg. #1061)
 Monday–Friday, 8 a.m. to 5 p.m.
 Phone: 574-631-7477
 Email: oit.service@nd.edu
 Website: oit.nd.edu/service

Technical Training at Notre Dame

The Training and Transition group of OIT offers technical training opportunities for faculty, staff, and students through a variety of training options. For more information, go to ntrda.me/training.

Online Training Opportunities

From Adobe software to Microsoft suites, from business software to audio/visual tools, Notre Dame's agreement with Lynda.com can give you access to more than 1500 courses to help you learn the IT tools you need when you need them. You can reserve a license for \$20 for a month or \$200 for a year. Each license is for a single person and cannot be shared within a department.

To see the courses available, go to lynda.com. To arrange for a license or to get further information, call the OIT Training Team at (574) 631-7227 or email training@nd.edu.

IT Service Status at your Fingertips

The OIT has a variety of different ways to inform you about current IT service status. Choose your preferred method of service to get a quick update on Notre Dame IT services:

OIT website: The status of the five major IT services for campus are tracked on the dashboard using a graphic green, yellow, red indicator at oit.nd.edu.

Twitter: [@OITatND](https://twitter.com/OITatND)
 Facebook: facebook.com/oihelpdesk
 Google+: [oit.nd.edu/gpls](https://google.com/plus/oihelpdesk)

A subscription portal is also available that allows you to receive messages by email, text messaging or both. To subscribe, visit ndoit.bbcpportal.com. You will need to create your own account because the service does not currently use your Notre Dame NetID and password.

You can also subscribe to the weekly IT newsletter *IT Matters*, which provides tips, news, maintenance information and pre-announcements about new IT services and functionality. To subscribe, visit: ntrda.me/ITmatters.

2015 IT Workshops

SEPTEMBER 2015

Presentations with Prezi, Tuesday, September 29, 8:30-11:30 a.m.
Basic Gmail (New Users), Wednesday, September 30, 9-11 a.m.

OCTOBER 2015

travelND, Thursday, October 1, 2-4:30 p.m.
Mail Merge Using Office 2013, Friday, October 2, 8:30-10 a.m.
Mail Merge Using Google and Gmail, Friday, October 2, 10:15-11:15 a.m.
AiM Work Requests, Monday, October 5, 10-11 a.m.
Excel 2013: Basic, Monday, October 5, Wednesday, October 7, 1-4:30 p.m.
buyND, Tuesday, October 6, 8:30-11 a.m.
GLEZ, Tuesday, October 6, 11 a.m.-noon
Word 2013: Basic, Tuesday, October 6, 1-4 p.m.
Google Forms, Wednesday, October 7, 8:30-10:30 a.m.
Box: File Sharing and Storage, Thursday, October 8, 1:30-3:30 p.m.
Premiere Pro CC: Basic Video Editing, Thursday, October 8, 8:30 a.m.-noon
Google Drive: File Sharing and Apps, Friday, October 9, 9 a.m.-noon
Basic Google Calendar (New Users), Tuesday, October 13, 10-11:30 a.m.
Photoshop CC: Basic Photo Manipulation, Tuesday, October 13, 1:30-4 p.m.
OIT Lunch and Learn: Email Automation with Emma, Wednesday, October 14, 12-1 p.m.
PowerPoint 2013, Wednesday, October 14, 1-4:30 p.m.
Qualtrics Forms, Thursday, October 15, 8:30 a.m.-noon
travelND, Thursday, October 15, 2-4:30 p.m.
Excel 2013: Charting, Friday, October 16, 8:30 a.m.-noon
buyND, Tuesday, October 20, 8:30-11 a.m.
GLEZ, Tuesday, October 20, 11 a.m.-noon

Software Licensing, Wednesday, October 21, 9-10:15 a.m.
Google Drive: File Sharing and Apps, Tuesday, October 27, 1:30-4:30 p.m.
Using Contacts in Google, Tuesday, October 27, 9-10:30 a.m.
Excel 2013: Macros Introduction, Wednesday, October 28, 9-11 a.m.
travelND, Thursday, October 29, 2-4:30 p.m.
InDesign CC: Basic Document Creation, Thursday, October 29, 8:30 a.m.-noon
Presentations with Prezi, Friday, October 30, 8:30-11:30 a.m.

NOVEMBER 2015

AiM Work Requests, Monday, November 2, 10-11 a.m.
buyND, Tuesday, November 3, 8:30-11 a.m.
GLEZ, Tuesday, November 3, 11 a.m.-noon
Basic Gmail (New Users), Tuesday, November 3, 1-3 p.m.
Excel 2013: Use as a Database, Wednesday, November 4, 1-4:30 p.m.
OneNote 2013, Thursday, November 5, 9-11 a.m.
Mail Merge Using Office 2013, Tuesday, November 10, 1:15-2:45 p.m.
Mail Merge Using Google and Gmail, Tuesday, November 10, 3-4 p.m.
OIT Lunch and Learn: Photo Books, Tuesday, November 10, 12-1 p.m.
Basic Google Calendar (New Users), Wednesday, November 11, 2-3:30 p.m.
Photoshop CC: Basic Layers and Text, Wednesday, November 11, 8:30-11:30 a.m.
travelND, Thursday, November 12, 2-4:30 p.m.
Photoshop CC: Basic Photo Manipulation, Thursday, November 12, 8:30-11 a.m.
Excel 2013: PivotTables, Monday, November 16, 2-4 p.m.
buyND, Tuesday, November 17, 1-3:30 p.m.
GLEZ, Tuesday, November 17, 3:30-4:30 p.m.
Box: File Sharing and Storage, Tuesday, November 17, 9:30-11:30 a.m.

Creating Infographics with PowerPoint, Tuesday, November 17, 1-4:30 p.m.
Excel 2013: Basic, Wednesday, November 18, Friday, November 20, 8:30 a.m.-noon
InDesign CC: Intermediate Document Creation, Wednesday, November 18, 1:30-5 p.m.
Software Licensing, Wednesday, November 18, 9-10:15 a.m.
Google Drive: File Sharing and Apps, Thursday, November 19, 9 a.m.-noon
Google Forms, Thursday, November 19, 1:30-3:30 p.m.
AiM Work Requests, Monday, November 30, 10-11 a.m.
Premiere Pro CC: Beyond the Basics, Monday, November 30, 1-4:30 p.m.

DECEMBER 2015

buyND, Tuesday, December 1, 8:30-11 a.m.
GLEZ, Tuesday, December 0, 11 a.m.-noon
Basic Google Calendar (New Users), Tuesday, December 1, 2-3:30 p.m.
InDesign CC: Basic Document Creation, Tuesday, December 1, 1-4:30 p.m.
Excel 2013: Charting, Wednesday, December 2, 8:30 a.m.-noon
Qualtrics Forms, Wednesday, December 2, 1:30-5 p.m.
travelND, Thursday, December 3, 2-4:30 p.m.
Basic Gmail (New Users), Thursday, December 3, 9-11 a.m.
Google Groups, Thursday, December 3, 8:30-10:30 a.m.
Excel 2013: Macros Introduction, Friday, December 4, 9-11 a.m.
buyND, Tuesday, December 15, 1-3:30 p.m.
GLEZ, Tuesday, December 15, 3:30-4:30 p.m.

Need a Customized IT Workshop For Your Team?

Call the OIT Training Team at (574) 631-7227 or email training@nd.edu to discuss your needs.