ND Works

OCTOBER2016

IT Spotlight 2016: Expand Your Toolset

Have you thought about increasing your productivity, discovering new technology tools, enhancing your students' classroom experience and getting answers to your technology questions?

IT SPOTLIGHT Expand Your Toolset

Here is your chance to do that and more at the IT **Spotlight 2016: Expand Your Toolset,** an informal conference sponsored by the OIT on campus — for campus. In 30-minute sessions, attendees will look at new features in apps we use every day, new apps you might want to try and at other OIT products and services.

The conference is free to attend, and open to all ND faculty, staff and students. Registration is not required and light refreshments will be provided both days.

IT Spotlight 2016:
Expand Your Toolset

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WHEN
Wednesday, Oct. 19
from 1 to 5 p.m.

Thursday, Oct. 20
from 8 a.m. to noon

WHERE
Rooms 136, 138, 140
DeBartolo Hall

Here's a peek at a few of the 30 topics to be covered:

- New features in Gmail, Google Drive, Forms
- How to build a paperless course with modern digital publishing tools
- Getting the most out of your VOIP phone, your iPhone and/or your Android phone
- What's the difference between Box and Google Drive, Google Forms and Qualtrics, Power-Point, Google Slides and Prezi
- Introductions to valuable platforms, including Tableau, On-Base and SalesForce CRM

If you have a specific issue or question, you can book an appointment at Solutions Central, or a one-on-one consultation with a tech expert to help you solve technical issues, answer specific questions about certain apps, or learn where to find more help.

For additional information and a full program, go to **oit.nd.edu/spotlight.**

October is National Cyber Security Awareness month

In celebration of National Cyber Security Awareness Month, we have put together some online security and privacy tips from the National Cyber Security Alliance.

Think of all your devices that connect to the internet. You can start with your laptop and phone, but did you think about your:

- Tablet
- Watch
- Kindle or other eBook-reader
- Security alarms and cameras
- Game consoles
- Flat screen TV
- Lighting system
- Heating/cooling controls

If any device is connected, it's vulnerable so it needs to be secured.

Here are some tips to help you keep these devices secure:

- **Keep security software current.** Make sure you have the latest security software, web browser and operating system. They are the best defenses against viruses, malware and other online threats.
- **Make software updates automatic.** Many software programs will automatically connect and update to defend against known risks. Turn on automatic updates if it is an available option.
- **Plug and scan.** USBs, memory sticks and even phone/tablet charging stations can contain viruses. Don't plug random USB thumb drives into your computer. If someone gives you one, scan it with antivirus software as soon as you plug it in.

Your personal information is a target for thieves from anywhere on the internet including social media. Protect your privacy by following these guidelines:

- **Secure your accounts.** Ask for protection beyond passwords. Many account providers now offer additional ways for you to verify who you are before you conduct business on that site.
- **Make passwords long and strong.** Use a passphrase or very long password when possible. Combine capital and lowercase letters with numbers and symbols to create a stronger password.
- **Different passwords for different accounts.** Different passwords for every account helps to thwart cybercriminals.
- **Record passwords in a safe place.** Everyone forgets password. Keep a list stored in a safe place away from your computer. Or try an online password list service like **LastPass.com.**
- **Control your online presence.** Set the privacy and security settings on social media sites to your comfort level for information sharing. When you signed up, it was wide open but now you can limit how and with whom you share information.

When you connect, be sure to connect with care, and follow these tips:

- **When in doubt, throw it out.** Links in email, tweets, posts and online advertising are often the way cybercriminals compromise your computer. If it looks suspicious, even if you know the source, just delete or if appropriate, report it as spam. (Use the STOP sign in Google Mail for this).
- **Be careful with Wi-Fi hotspots:** Avoid online banking and shopping or sensitive communication when connected to public Wi-Fi.
- **Protect your money.** When banking and shopping, check to be sure the site is security enabled. Look for web addresses with "https://" which means the site takes extra measures to help secure your information. "http://" is not secure.
- **Help the authorities fight cybercrime.** Report stolen finances, identities and cybercrime to either one of these services: **https://www.ic3.gov** (Internet Crime Complaint Center) **https://www.onguardonline. gov/filecomplaint.**

For additional resources on how to stay safe online, go to **staysafeonline. org/stay-safe-online.**

New insideND Update

The new insideND has been live for over a month. Faculty, staff and students have told us what they like about the new portal, such as "It is so easy to use," "I can quickly find what I need" and "I like the fact it is mobile friendly."

The new insideND uses Google Analytics to track usage including most viewed tasks, type of device used to access insideND and more. It is a very useful tool to determine improvements to the system.

Currently, there are more than 440 tasks in insideND. To help you find what you are looking for quickly, try these helpful tips:

- Click the heart icon on the task or task center to add it to "My Favorites" so it is easy for you to find next time.
- Use the search field to type **Faculty Services** or **Student Academic Services** to access multiple services and resources common to each of those groups. Mark it as your favorite so you can find it easily.
- If you are not able to find the application you are searching for, send a message by clicking on the login drop-down menu and choose Send Feedback.

The new insideND is powered by OneCampus. It continues to be updated and improved through its dynamic and responsive request for changes. New features added to the new insideND will be announced as they are implemented.

For additional information, or to watch the how-to use insideND video, go to **ntrda.me/newinsidend.**

AUGUST 2016

Device Usage

Desktop: 84.02%
Mobile: 14.29%
Tablet: 1.69%

Top 5 Tasks

#1 Tasks in Most Popular category
#2 Tasks in Highest Rated category
#3: Academics Category
#4: Sakai
#5: Gmail

Access Stats

60% on-campus
40% off-campus

Security

Organizing Your
Google Drive

Google Drive

When storing files and folders in Google Drive, organization is key to being able to easily find your files. Creating folders will make files easier to find and share with others. You can use Google Drive on the web, Android, iPhone or iPad. Your changes will sync automatically.

There are two easy ways to organize your content to help clear the clutter or decrease the number of folders and files you see at the top level.
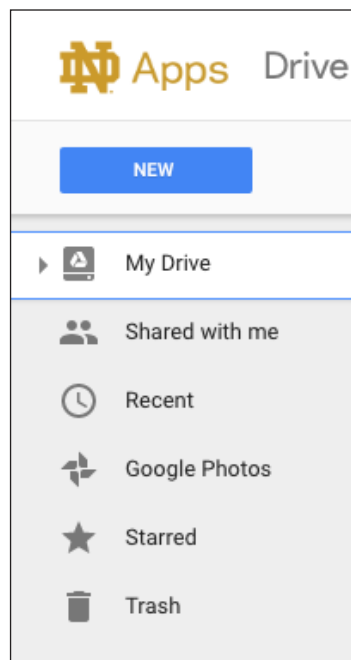
The first way is to move a folder from **My Drive** to another folder in **My Drive.** When you go to Google Drive either through the apps grid (the tic-tac-toe icon), or by logging in to **google.nd.edu,** the default location is **My Drive.** Then you have the option to look at content in **Shared with Me, Recent,** etc.

Be sure you are working in **My Drive.** You can move any top-level folder in **My Drive** to a new or existing personal folder. You can move both personal and collaborative (shared) folders. The folder moved becomes a subfolder within the new or existing folder.

You can create as many personal folders at the **My Drive** level as you need to help you organize content in your **My Drive** space.

Please remember that you should not move a sub-folder from a collaborative folder to a personal folder in **My Drive.** If you do, the collaborators will no longer be able to access this folder. You have to move the whole folder (i.e., the top-level folder in **My Drive**) for the collaborators to continue to access the folder and sub-folder.

The second way is to move a file in **My Drive** to a folder in **My Drive.**

For individual files in **My Drive,** use the same process. Create a new or use an existing personal folder, and move the individual files to the new location. It will not affect the access permissions for these file(s).

The individual files in **My Drive** are either files you created, or someone else created and shared with you. You can tell which is which by looking at the owner column. One way to organize these individual files is to create two folders at the top-level in **My Drive** named **Individual Files I Created** and **Individual Files Shared with Me by Others.**

If you move a folder at the top-level in **My Drive** to the wrong **My Drive** folder or move the wrong **My Drive** folder, you can undo this action if you have not done any other action in Drive. A pop-up window appears after you move the folder. You can click the **Undo** button to move the folder back. The pop-up windows last about 10 seconds. You can also drag or move the folder you moved back to your **My Drive.**

For additional information on organizing your folders in Google Drive, go to **ntrda.me/googledrive.**

Relieve Clutter
in your email inbox

Is your email inbox out of control? Restore your email sanity with Revive Your Inbox — a free 21-day program that trains you to better manage your email.

Revive Your Inbox is designed to reduce the amount of email you receive, and help you learn to deal better with the ones that matter. Just invest 20 minutes a day for 21 days, and you'll rethink the way you do email.

Each day, you'll receive an email with instructions and an assignment to help you manage your inbox smarter and faster. Topics include searching, archiving, filters, helpful tools and more. You can sign up for Revive Your Inbox at **reviveyourinbox.com.**

Easy, No-Cost
Web Conferencing

If you need to host a conference call or a web conference, the OIT has licensed Zoom for all faculty, staff and students to use at no cost.

Zoom can be used in place of WebEx, and offers a variety of improvements over WebEx, Skype, or other web conferencing services, including:

- Unlimited use at no cost
- Only the host for the web conference needs an account
- Integration with Google Calendar invitations
- Store recordings of your conferences in the cloud
- Create breakout rooms for side conversations

For additional information and to get started, visit **zoom.nd.edu.**

ND addresses new guidelines for
Research Projects

Changes to the federal government requirements concerning the handling of Controlled Unclassified Information (CUI) will go into effect Jan. 1, 2018. Specifically, this involves data that must be managed in compliance with national research standards and export controls and will be retroactive for any project that carries over into January 2018.

The University has taken steps to address these new requirements by forming the Research Information Security Compliance (RISC) Project. The team is comprised of members of the OIT Information Security team, the Office of Research, Engineering and Science Computing, and the Center for Research Computing.

It is working to develop a procedure that will allow all Notre Dame research projects affected by the change to meet the new standards. The Research Information Security Compliance (RISC) team is working with ND Turbo Laboratories to pilot a solution.

The procedure to meet the new requirements is expected to be in place during the first quarter of 2017, and will be rolled out to all research projects affected by the regulatory changes.

In the next few months, the RISC team will be contacting all principal investigators responsible for research projects falling into this category to determine if adjustments to the planned process are required to meet the compliance needs of each project. Any questions regarding this initiative can be directed to **risc-list@nd.edu.**

New app
connects to cloud services

ExpanDrive is a new service available to faculty, staff and students. This convenient opt-in application lets you connect to cloud services such as Box and Google Drive.

ExpanDrive presents your Box or Google Drive content in Finder (Mac) or Windows Explorer (Windows). Changes made to documents through ExpanDrive are saved to the cloud. If you have a large file or lots of content to move or copy to Box or Google Drive, log in to those applications (**box.nd.edu, google.nd.edu**) first, and update via a browser.

ExpanDrive is best for files with a single owner. Files that are shared with others are best updated via the browser such as box.nd.edu and google.nd.edu.

For additional information on how to set-up and install ExpanDrive, visit **ntrda.me/expandrive.**

Help Desk partners with Hesburgh Library to create 'IT outpost'

The OIT Help Desk provides technology support to faculty, staff and students. You can get assistance with your Windows and Mac computers, a wide variety of software and IT services, file storage, iPads and Android tablets, and smartphones.

Last spring, the OIT Help Desk partnered with the Hesburgh Library to provide on-site IT support at the first floor reference desk. This service is available during the academic year when classes are in session, and the location was named the IT Outpost.

The IT Outpost is staffed by OIT Help Desk student employees who work closely with **Helen Cawley,** Reference and Instructional Services Assistant for Hesburgh Library. Originally the IT Outpost was staffed Sunday through Thursday from 5 to 10 p.m. Beginning Oct. 24, the hours will be expanded to 1 p.m. to 10 p.m.

In addition to the IT Outpost, the OIT Help Desk maintains the following schedule during the academic year:

Normal Support Hours
- Monday – Thursday: 7:30 a.m. – 6 p.m.
- Friday: 7:30 a.m. – 5 p.m.
- (Closed Wednesdays noon – 1:30 p.m. for staff meetings)

We remain open on Labor Day holidays, when classes are in session, while most campus offices are closed. We are closed for other University holidays.

Extended Support Hours
(During the academic year when classes are in session)
Phone and Chat Support Only
- Sunday: 3 – 8 p.m
- Monday – Thursday: 6 – 8 p.m.

After Hours Support
When the Help Desk and IT Outpost are closed, you can still contact us by the following methods, and we will respond to you when we reopen:
- Leave a message by calling (574) 631-8111
- Send email to **oithelp@nd.edu**
- Log an incident at **ServiceNow. nd.edu**

Junior Kevin Trinh helps with technology issues at the Hesburgh Library's OIT Outpost.

CAROL C. BRADLEY

Classroom Equipment Checkout

Have you thought about using technology to enhance your course presentations, lectures or special events? The OIT AV Technologies staff can help you choose the right equipment to match your course presentation needs.

We have a variety of equipment, including microphones, catchboxes, projectors, video cameras, audio recorders, photographic equipment and more. A full equipment list is available online. Contact the AV Technologies staff for additional information.

Contact Information
115 DeBartolo Hall
Phone: 631-8778

Hours
Mon.-Thur.: 8 a.m.-10 p.m.
Fri.: 8 a.m. - 5 p.m.
Sun.: Noon -10 p.m.
Website: **ntrda.me/avcheckout**

IT Service status
at your fingertips

For information on the current status of all IT services:

- Visit **oit.nd.edu.** The status of five major services are tracked on the dashboard
- Visis Twitter: **OITatND**
- Visit Facebook: **facebook.com/ oithelpdesk**

You can also create an account and subscribe to receive messages by email, text messaging or both at **ndoit.bbcportal.com.**

Subscribe to **IT Matters,** a weekly newsletter that provides tips, news, maintenance information and updates about new services and functionality (**ntrda.me/ITmatters**).

ND Computer Service Center

The ND Computer Service Center offers computer repair and rental services right on campus. It provides for warranty and non-warranty work for many popular brands. You can drop off your computer at one of three convenient locations the ND Computer Service Center,102 IT Center; Hammes Hub, inside the Hammes Bookstore or the OIT Help Desk, 128 DeBartolo Hall.

The Computer Service Center now offers an on-campus pick-up and delivery service for your computer or printer. Laptops are available for rental while your computer is being repaired at affordable rental rates. Since configurations can vary, please provide your hardware and software needs when you make your reservation.

If you are traveling internationally for University business, you must follow the guidelines when taking mobile devices outlined in the IT Security for International Travel Standard. For those traveling to high risk countries, the computer rental fee is waived. These countries are China (including Hong Kong) and Russia.

Contact Information
102 IT Center
Phone: 574-631-7477
Email: **oit.service@nd.edu**

Hours
Mon. - Fri., 8 a.m. to 5 p.m.
Website: **oit.nd.edu/service**

Traveling Overseas
with Technology

When you are traveling abroad for University business, your destinations are important considerations when choosing the mobile devices to take with you.

Because personal and/or University information stored on laptops, tablets and phones taken overseas can be compromised, lost or seized, be sure to follow the guidelines about traveling safely with mobile devices in the IT Security for International Travel Standard.

There are some countries that present a higher risk to travelers because of their history of targeting traveler's devices. The most well-known countries are China and Russia, so it is important to know what to do to keep your devices safe.

If you want to take a laptop, you can arrange to take a rental laptop from the ND Computer Service Center. These laptops will be configured with the University software image and other safety precautions. There is no charge for this service.

You may also rent a mobile phone or tablet. However, if you want to travel with your mobile phone or tablet, you must take 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 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, go to **ntrda.me/TravelSecurely.**

The full IT Security for International Travel Standard can be found at **ntrda.me/TravelStandard**
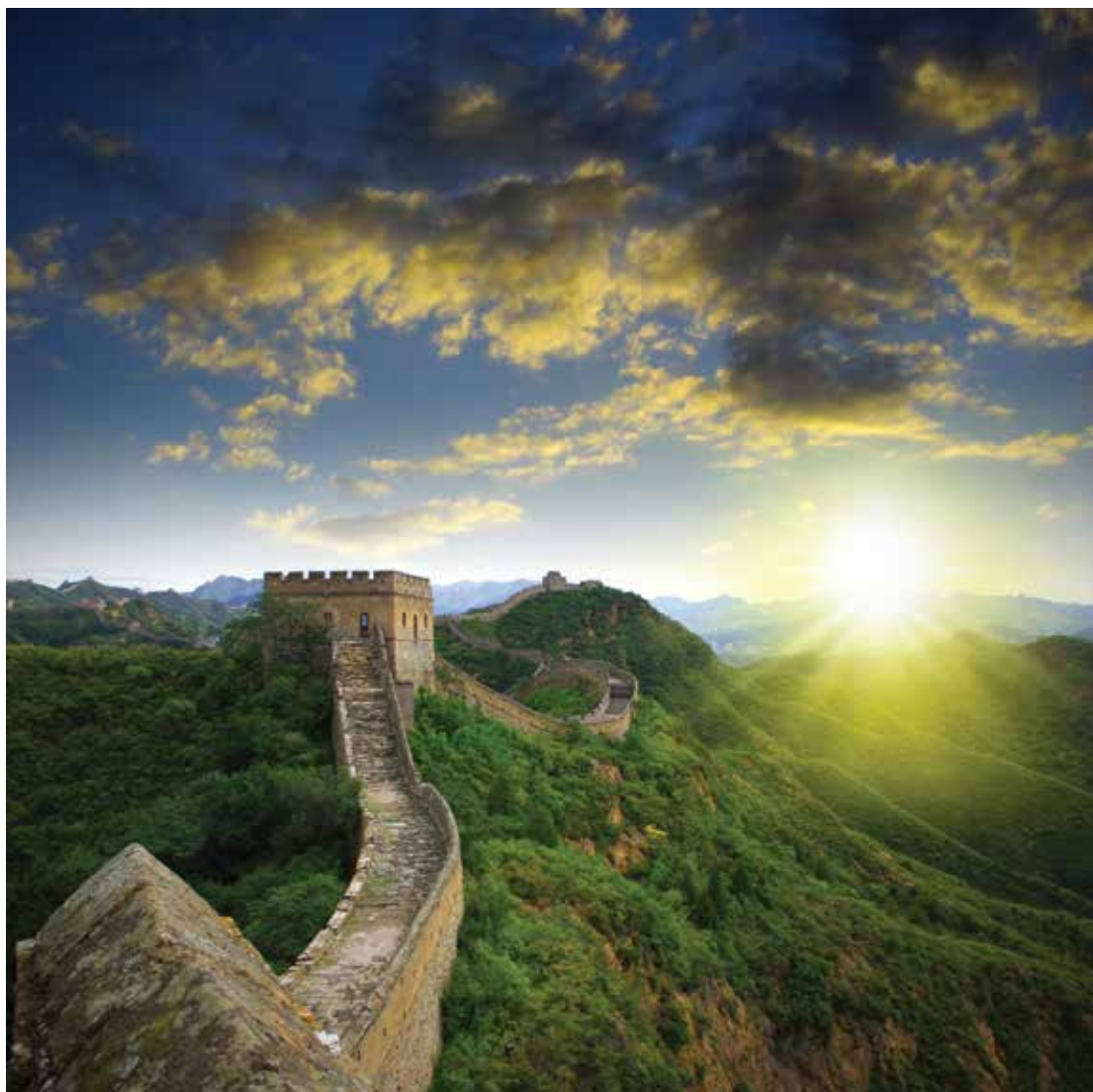
Holding the family pictures **hostage**

By Kolin Hodgson, OIT

In the past 12 months, millions of photographs belonging to thousands of individuals were held hostage. Pictures of family, friends, vacations and graduations, all held hostage by Ransomware. Not just photographs but poems, short stories, grocery lists, school essays and every other kind of file you might store on your computer.

This is the year of Ransomware. Criminals using Ransomware are interested in just one thing. Your money. In 2015, we saw approximately two new Ransomware programs per month. So far in 2016, there are about 10 new ransomware malware programs per month, and it's growing.

The reason Ransomware popular is very simple. The victims deposit their money directly into the criminal's account. No stealing your credit card. They just take your money directly.

This is how Ransomware works.

First Contact. Ransomware is usually picked up through a phishing email just like other kinds of malware. Your antivirus software can often detect and eliminate it. Windows computers include Windows Defender automatically and Mac users on campus can get Sophos Antivirus for free. Antivirus software is only as good as the last update, so it is possible the very newest Ransomware may go undetected.

Stealth Behavior. Once your computer is infected by Ransomware, it works quietly in the background finding and cataloging all of your photos, videos, and other documents. Once it's working, you will never know it's there.

Locks Your Files. After all of these files are located, the Ransomware generates a unique cryptographic key and uses it to encode all your files so your computer cannot read them without the key. The key is sent off to the criminal's library of keys, and the key is deleted from your computer.

Ransom Demand. By the time you realize the Ransomware is on your computer, it's too late. A note pops up on your screen telling you that you must pay money to receive the key to unlock your files before the deadline, or the key will be destroyed for good. Usually the longer you wait, the more money is demanded.

Pay Ransom. In 2015, a single type of Ransomware infected 70,000 computers costing users about $325 million to retrieve their files. For an individual, demands can be as little as a few hundred dollars or as high as a couple thousand dollars. In June of 2016, the University of Calgary paid $20,000 (CND) to get their files back.

Below are some steps you can take to avoid Ransomware.

1. **Backup your data.** This is the most important thing you can do. Cloud backups are a good solution, but only if your cloud drive is not "mapped." A "mapped" drive would appear as a drive letter like the "D" drive or the "Y" drive, or includes any external drive such as a USB thumb drive. Instead, make sure your backup drive or service is not assigned a drive letter and is disconnected from your computer when it is not backing up data.

2. **Update your software.** Operating systems are constantly being updated. Your computer should accept and install these updates a soon as they become available.

3. **Do not open email attachments from unknown sources.** If you get a PDF or other attachment, think before you open it. Do you know the sender? Are you expecting this attachment? If not, it's safer to delete the whole message.

4. **Use antivirus/anti-malware software,** and make sure it's set to automatically update. Malware including Ransomware can be detected, but only if your virus/malware software is current.

5. **Turn your computer off if something strange is happening.** Encrypting all your files takes some time. You may be able to limit the damage if you turn your computer off quickly.

6. **Take "snapshots" of your system** and be prepared to use your computer's System Restore process to recover your computer to a time before the Ransomware was installed.

7. **Disconnect from Wi-Fi or unplug from the network immediately.** If you run a file that you suspect may be Ransomware, but you have not yet seen the characteristic Ransomware screen, you might reduce the damage if you disconnect the computer from the network immediately, before it encrypts all your files.

With the stakes this high, you can bet Ransomware will continue to grow. For more information on protecting yourself from Ransomware and other malware, **go to ntrda.me/antivirus.**

ND Mobile App
continues to evolve

The mission of the ND Mobile app is to provide important, relevant and timely information to campus. Features are continually being added to help make the day of anyone in the Notre Dame community just a little easier.

Here are some examples.

In partnership with Campus Ministry and the Alumni Association, a new Faith module was added in March. It provides a wealth of information including Mass times, upcoming faith events and links to information on the Campus Ministry and Alumni Association's FaithND sites.

The ND Mobile app has also begun serving as an event app for campus.

The Alumni Association used ND Mobile for their Leadership Conference in March and the 2016 Alumni Reunion in June. At the reunion, thousands of alumni used the app to view event schedules, receive push notifications on important alerts, and see live rosters of who else was attending from their graduating class.

The Graduate School utilized the app for its 2016 Graduate Student Orientation. This module featured an interactive map of event locations on campus and around South Bend, directories of departmental and club contact information, and other crucial information for new graduate students just starting at Notre Dame.

Other major events have been featured in the app as a way to increase interest and make it easier for people to participate.

Working with the Office of Development, Notre Dame Day was present in ND Mobile this year with the ability to donate, view the leaderboard and watch the livestream right from the app.

We partnered with the Office of the Registrar to include the 2016 commencement in ND Mobile. It provided interactive parking and shuttle maps, information for campus guests and easy access to livestreams of the ceremonies.

Alumni around the world received another benefit when the new Alumni and Friends persona was added in March. This adds a customized version of the app for the global Notre Dame family served by the Alumni Association. It's easy to take advantage of the Alumni Association's benefits, find information on upcoming events and engage with the Notre Dame community.

Personas allow you to select a view that matches their affiliation with Notre Dame and see content tailored to them. Besides Alumni and Friends, there are also Guests and Students personas, and more are planned for the future.

The ND Mobile app will continue to expand this year and look for additional ways to serve the Notre Dame community. More information and links to download the app are available at **mobile.nd.edu/app.** Questions and feedback regarding the app can be sent to **mobile@nd.edu.**
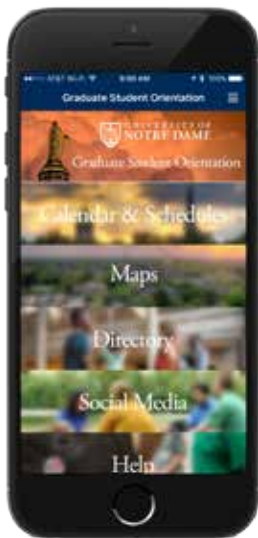
Free OIT Training Classes
Now Available

As of Sept. 1, most OIT training classes are available at no charge to ND faculty, staff and students.

Select classes will continue to have a fee to cover the cost of an outside instructor or vendor supplied training materials. Special request classes continue to be charged at a rate of $35 an hour.

In conjunction with this new charging policy, OIT has adopted the same Late Cancellation/No-Show policy as Human Resources. This policy requires a participant to cancel at least three business days in advance, or a $100 late cancellation fee will be charged to the FOAPAL. However, this fee will be waived if you need to stay home that day due to an illness or family emergency.

Technical Training at Notre Dame

OIT's Training and Transition group offers technical training opportunities for faculty, staff, and students through a variety of training options. For more information, go to http://oit.nd.edu/training-classes.

Online Training Opportunities

Need to learn something, but can't find the right class? The OIT has premium licenses for the lynda.com online training site for only $12. These licenses are good until June 30, 2017, and are individual licenses (i.e., to be used by one person only and not to be shared within a department).

A license gives you access to all of the 4,500+ courses on the training site as well as access to the accompanying exercise files. To see the courses available, go to **lynda.com.** To arrange for a license or to get further information, contact the Training Office.

Training Office
Contact Information

We are located in B004 IT Center and can be reached by phone at **(574) 631-7227** or email at **training@nd.edu.**

IT Training Classes

AiM Work Request Training
Mondays, Oct. 24, Nov. 14 & Dec. 12, 10 - 11 a.m.

Basic Gmail (New Users)
Thursday, Oct. 27, 9 - 11 a.m.
Tuesday, Nov. 29, 1:30 - 3:30 p.m.

Basic Google Calendar (New Users)
Wednesday, Oct. 26, 1:30 - 3 p.m.
Thursday, Dec. 1, 8:30 -10 a.m.

Box: File Sharing and Storage
Tuesday, Nov. 1, 9:30 - 11:30 a.m.
Wednesday, Dec. 7, 2 - 4 p.m.

buyND
Tuesdays, Oct. 11, Nov. 1, Nov. 15 & Dec. 13, 8:30 - 11 a.m.

Creating Infographics with PowerPoint
Thursday, Oct. 27, 1:30 - 4:30 p.m.
Friday, Dec. 9, 8:30 - 11:30 a.m.

Excel 2016: Basic new
Monday, Oct. 3, and Wednesday, Oct. 5, 1 - 4:30 p.m.

Excel 2016: Charting new
Friday, Oct. 7, 8:30 a.m. - Noon
Monday, Nov. 28, 1 - 4:30 p.m.

Excel 2016: PivotTables new
Monday, Oct. 24, 1:30 - 3:30 p.m.

Excel 2016: Macros Introduction new
Wednesday, Oct. 26, 8:30 - 10:30 a.m.
Monday, Dec. 5, 1:30 - 3:30 p.m.

Excel 2016: Basic new
Wednesday, Nov. 9 and Friday, Nov. 11, 8:30 a.m. - Noon

Excel 2016: Use as a Database new
Wednesday, Nov. 16, 8:30 a.m. - Noon

GLez Training
Tuesdays, Oct. 11, Nov. 1, Nov. 15 & Dec. 13, 11 a.m. - Noon

Google Drive
Wednesday, Nov. 2, 9 a.m. - Noon
Thursday, Dec. 8, 1:30 - 4:30 p.m.

Google Forms
Thursday, Nov. 3, 2 - 4 p.m.
Wednesday, Dec. 7, 8:30 - 10:30 a.m.

Google Groups
Wednesday, Nov. 30, 9 - 11 a.m.

InDesign CC: Basic Document Creation
Tuesday, Oct. 4, 8:30 a.m. - Noon
Wednesday, Nov. 30, 1 - 4:30 p.m.

InDesign CC: Intermediate Document Creation, Friday, Nov. 18, 8:30 a.m. - Noon

Mail Merge Using Google and Gmail
Thursday, Nov. 3, 10:45 - 11:45 a.m.
Tuesday, Dec. 6, 2:45 - 3:45 p.m.

Mail Merge Using Office 2016 new
Thursday, Nov. 3, 9 - 10:30 a.m.
Tuesday, Dec. 6, 1 - 2:30 p.m.

Note Taking with Evernote and OneNote
(OIT Lunch & Learn), Tuesday, Nov. 1, Noon - 1 p.m.

OneNote 2016 new
Tuesday, Nov. 8, 1:30 - 3:30 p.m.

Photoshop CC: Basic Photo Manipulation
Friday, Sept. 30, 8:30 - 11:30 a.m.
Tuesday, Dec. 6, 1:30 - 4:30 p.m.

Photoshop CC: Basic Layers and Text
Tuesday, Oct. 25, 1:30 - 4:30 p.m.

Photoshop CC: Resizing Photos
Tuesday, Nov. 15, 1:30 - 4:30 p.m.

PowerPoint 2016 new
Tuesday, Nov. 15, 8:30 a.m. - Noon

Premiere Pro CC: Basic Video Editing
Wednesday, Oct. 5, 8:30 a.m. - Noon

Premiere Pro CC: Beyond the Basics
Thursday, Dec. 1, 1 - 4:30 p.m.

Presentations with Prezi
Thursday, Nov. 10, 1:30 - 4:30 p.m.

Qualtrics Forms: Intermediate
Wednesday, Sept. 28, 8:30 - Noon

Qualtrics Forms: Basic
Monday, Oct. 31, 1:30 - 5 p.m.
Friday, Dec. 2, 8:30 - Noon

Qualtrics Forms: Advanced
Monday, Nov. 14, 1:30 - 4:30 p.m.

Qualtrics Forms: Basic
Software Licensing
Wednesdays, Oct. 26 & Dec. 7, 9 - 10:15 a.m.

traveIND
Thursday, Oct. 6, 2 - 4:30 p.m.
Wednesdays, Oct. 19, Nov. 2, Nov. 16 & Dec. 7, 2 - 4:30 p.m.

What's New in Office 2016?
(OIT Lunch & Learn),
Wednesday, Sept. 28, Noon - 1 p.m.

Word 2016: Basic new
Tuesday, Oct. 25, 8:30 - 11:30 a.m.

Working with Office in Google Drive
(OIT Lunch & Learn),
Tuesday, Nov. 29, Noon - 1 p.m.