

## Training Dates Fall 2009

updated October 1, 2009

These seminars are held in Hines Hall 116A unless noted otherwise.

They are 80 minutes in length **except** where noted.

This schedule is subject to change.

To reserve a place in any of the seminars, email [seminar@siena.edu](mailto:seminar@siena.edu) or phone extension 5000

Training	month	date	day	time	
<b>Intro to Siena's Technology 1</b> (one hour)	October	9	Fri	10am	<b>Siena technology 1:</b> Activating and using voicemail, other phone use and the Basics of Windows on your computer.
	November	20	Fri	10am	
	January	8	Fri	10am	
	February	5	Fri	10am	
<b>Intro to Siena's Technology 2</b> (one hour)	October	23	Fri	10am	<b>Siena technology 2:</b> Formatting, saving, retrieving documents in Word. Basic spreadsheet and chart functions using Excel.
	December	4	Fri	10am	
	January	15	Fri	10am	
	February	12	Fri	10am	
<b>Intro to Siena's Technology 3</b> (one hour)	October	30	Fri	10am	<b>Siena technology 3:</b> Siena's network, important web-pages, computing use policy and anti-virus software.
	December	11	Fri	10am	
	January	22	Fri	10am	
	February	19	Fri	10am	
<b>Intro to Siena's Technology 4</b> (one hour)	November	13	Fri	10am	<b>Siena technology 4:</b> Brief intro to using MS Outlook for your Siena email and calendar.
	December	18	Fri	10am	
	January	29	Fri	10am	
	February	26	Fri	10am	
<b>MS Access 2007 Basic</b>	October	6	Tue	10am	<b>Very basic Access 2007:</b> create tables, automatic forms, simple query and report.
	November	19	Thur	11:30am	
<b>MS Excel 2007 Basic</b>	October	8	Thur	11:30am	<b>Excel 2007:</b> The powerful Spreadsheet program: values, formulas, charting your data.
	October	30	Fri	2:40pm	
	December	15	Tue	10am	
<b>MS Excel 2007 Intermediate</b>	October	9	Fri	2:40pm	<b>Excel 2007 Intermediate:</b> Spreadsheet data filters, data commands, pivot tables etc.
	November	24	Tue	10am	
	December	3	Thur	11:30am	
<b>MS Outlook 2007 Basics Plus</b>	October	14	Wed	10:25am	<b>Outlook 2007:</b> Beyond the basics of Outlook 2007 including shared calendars, meeting planner etc.
	November	5	Thur	11:30am	
	November	30	Mon	10am	
<b>MS PowerPoint 2007</b>	October	19	Mon	10am	<b>PowerPoint 2007:</b> Easy to make, professional looking slide presentations.
	November	3	Tue	10am	
	December	17	Thur	11:30am	
<b>MS Word 2007 Intermediate</b>	November	2	Mon	10am	<b>Word 2007 Intermediate:</b> Footnotes, mail merge, tables, columns and your questions etc.
	December	9	Wed	10:25am	
<b>Tools for Creating a Podcast</b>	October	27	Tue	10am	<b>Tools for creating a podcast:</b> Making audio or video or enhanced audio files to post at iTunesU using a Windows PC.
	November	18	Wed	10:25am	
	December	14	Mon	10am	
<b>Data Security at Siena</b>	October	20	Tue	10am	<b>Data Security:</b> making data and hardware more secure; less prone to theft. Best practices at Siena.
	December	21	Mon	10am	
<b>Managing Windows XP/Vista on your PC</b>	November	9	Mon	10am	<b>File Management Win XP:</b> Organize documents on your computer and network. Find them when needed. Viewing, moving, copying etc.
	December	1	Tue	10am	
<b>Blackboard Quick-Start</b>	October	12	Mon	10am	<b>Bb Quick-Start:</b> Intro to key features, course listings and interface of the Learning System.
	October	29	Thur	11:30am	
	November	10	Tue	10am	
	December	16	Wed	10:25am	
<b>Blackboard Grade Book</b>	December	18	Fri	2:40pm	<b>Bb Grade Book:</b> View, enter, change, manage grades. Performance reporting.
	October	21	Wed	10:25am	
	November	12	Thur	11:30am	
	December	4	Fri	2:40pm	
<b>Blackboard Online Assignments</b>	December	7	Mon	10am	<b>Bb Online Assignments:</b> Timing, collecting, grading student online work. Using "Turnitin"
	December	22	Tue	10am	
	October	22	Thur	11:30am	
	October	28	Wed	10:25am	
	November	13	Fri	2:40pm	
<b>Blackboard Quizzes, Exams, Surveys</b>	November	23	Mon	10am	<b>Bb Online Quizzes etc:</b> Creating quizzes, exams and surveys. Viewing and managing results.
	December	2	Wed	10:25am	
	December	10	Thur	11:30am	
	October	13	Tue	10am	
	October	23	Fri	2:40pm	
<b>Blackboard Group Discussion</b>	November	16	Mon	10am	<b>Bb Online Discussions:</b> Features and procedures of groups and "Group Manager".
	December	11	Fri	2:40pm	
	October	15	Thur	11:30	
	October	26	Mon	10am	
	November	11	Wed	10:25am	
<b>Banner Basic Navigation</b>	November	17	Tue	11am	<b>Basic Navigation:</b> The very basic training you need to get started using Banner, Siena's administrative database. This training is required before you receive a Banner account.
	December	11	Fri	2:40pm	
<b>Banner Popsel-Lettergen</b>	Phone xt:5000 to schedule				<b>Popsel-Lettergen:</b> extracting Banner Data directly to your local PC where it can be formatted and used in a desktop application such as MS Word or Access.
	Phone xt:5000 to schedule				

If none of these dates and times fit your schedule, please email us at: [seminar@siena.edu](mailto:seminar@siena.edu). We will gladly arrange a convenient repeat of the seminar.

Siena College Information Technology Services