

TECHNOLOGY WORKSHOPS

FALL 2025

AUGUST

06
WED | **Getting Started with
D2L Brightspace**
8:45–9:45 a.m.
[Online-MS Teams](#)

06
WED | **D2L Assignments**
10–11 a.m.
[Online-MS Teams](#)

06
WED | **D2L Discussions**
10–11 a.m.
[Online-MS Teams](#)

06
WED | **D2L Quizzes**
11 a.m.–12 p.m.
[Online-MS Teams](#)

06
WED | **D2L Grades**
11 a.m.–12 p.m.
[Online-MS Teams](#)

15
FRI | **Getting Started with
Teams Calling**
10–11 a.m.
[Online-MS Teams](#)

15
FRI | **Getting Started with
Teams Calling**
2–3 p.m.
[Online-MS Teams](#)

22
FRI | **Omni CMS**
10–11:30 a.m.
[Online-MS Teams](#)

26
TUES | **Get IT Together:
Tech Tools to Get (and
Stay) Organized**
10–11 a.m.
[Online-MS Teams](#)

28
THUR | **Microsoft Formatting
Basics**
[10–11 a.m.](#)
[Online-MS Teams](#)

SEPTEMBER

04
THUR | **Intro to Canva**
2–3 p.m.
[Online-MS Teams](#)

08
MON | **Excel Basics: Gettings
started with Excel**
2–3 p.m.
[Online-MS Teams](#)

09
TUES | **Excel Basics: Simple
formulas and functions**
2–3 p.m.
[Online-MS Teams](#)

10
WED | **Excel: Tables, Charts,
and Pivot Tables**
2–3:30 p.m.
[Online-MS Teams](#)

11
THUR | **Excel: Finding Data
in Tables**
2–3 p.m.
[Online-MS Teams](#)

12
FRI | **Power Query in Excel**
2–3 p.m.
[Online-MS Teams](#)

16
TUES | **Getting Started with
Microsoft Copilot**
10–11 a.m.
[Online-MS Teams](#)

17
THUR | **AI Prompting with
Microsoft Copilot**
10–11 a.m.
[Online-MS Teams](#)

18
THUR | **Introduction to Agents
in Microsoft Copilot**
10–11 a.m.
[Online-MS Teams](#)

19
FRI | **Getting Started with
Teams Calling**
10–11 a.m.
[Online-MS Teams](#)

19
FRI | **Getting Started with
Teams Calling**
2–3 p.m.
[Online-MS Teams](#)

22
MON | **Getting Started with
Power BI**
10–11:30 a.m.
[Online-MS Teams](#)

24
WED | **Organizing your
Outlook inbox**
2–3 p.m.
[Online-MS Teams](#)

26
WED | **Omni CMS**
10–11:30 a.m.
[Online-MS Teams](#)

30
WED | **Intro to CAISY AI
Simulator**
10–11 a.m.
[Online-MS Teams](#)



TECHNOLOGY WORKSHOPS

FALL 2025



**KENNESAW STATE
UNIVERSITY**
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

OCTOBER

01 | **Get IT Together:
Tech Tools to Get
(and Stay) Organized**
2–3 p.m.
[Online-MS Teams](#)

07 | **Creating Graphics in
Adobe Express**
10–11 a.m.
[Online-MS Teams](#)

08 | **Adobe Photoshop
Express**
10–11 a.m.
[Online-MS Teams](#)

9 | **Intro to Adobe AI
Tools**
10–11 a.m.
[Online-MS Teams](#)

15 | **Getting Started with
Power BI**
2–3 p.m.
[Online-MS Teams](#)

16 | **Video Creation with
Canva**
2–3 p.m.
[Online-MS Teams](#)

17 | **Getting Started with
Teams Calling**
10–11 a.m.
[Online-MS Teams](#)

17 | **Getting Started with
Teams Calling**
2–3 p.m.
[Online-MS Teams](#)

21 | **Getting Started with
Microsoft Loop**
2–3 p.m.
[Online-MS Teams](#)

24 | **Omni CMS**
10–11:30 p.m.
[Online-MS Teams](#)

28 | **Getting Started with
Microsoft Copilot**
2–3 p.m.
[Online-MS Teams](#)

30 | **Introduction to
Agents in Microsoft
Copilot**
2–3 p.m.
[Online-MS Teams](#)

NOVEMBER

04 | **Getting Started with
Qualtrics**
10–11 a.m.
[Online-MS Teams](#)

05 | **AI Prompting with
Microsoft Copilot**
2–3 p.m.
[Online-MS Teams](#)

06 | **Advanced Qualtrics**
10–11 a.m.
[Online-MS Teams](#)

10 | **Excel Basics: Getting
started with Excel**
10–11 a.m.
[Online-MS Teams](#)

11 | **Excel Basics: Simple
Formulas and
Functions**
10–11 a.m.
[Online-MS Teams](#)

12 | **Excel: Tables, Charts,
and Pivot Tables**
10–11:30 a.m.
[Online-MS Teams](#)

13 | **Excel: Finding Data in
Tables**
10–11 a.m.
[Online-MS Teams](#)

18 | **Intro to Canva**
10–11 a.m.
[Online-MS Teams](#)

19 | **Getting Started with
Microsoft Forms**
2–3 p.m.
[Online-MS Teams](#)

20 | **Getting Started with
Power BI**
10–11 a.m.
[Online-MS Teams](#)

21 | **Omni CMS**
10–11:30 a.m.
[Online-MS Teams](#)

DECEMBER

02 | **Video Creation with
Canva**
10–11 a.m.
[Online-MS Teams](#)

04 | **Organizing your
Outlook inbox**
10–11 a.m.
[Online-MS Teams](#)

19 | **Omni CMS**
10–11:30 p.m.
[Online-MS Teams](#)

