



INFORMATION  
TECHNOLOGY  
SERVICES

# IT Training Monthly

Information about IT Training courses at the University of Otago

Information Technology Services  
Te Ratonga Parongo me te Hangarau

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## IT Training in 2018

The training schedule for 2018 is now available on our website and bookings can be made.

We have added a couple of new courses to the schedule and there have been some slight name changes.

**R - Tabular Data Workshop** - A bring-your-own workshop to enhance analysing tabular data in R.

**OneNote - For Office 365** - Create notebooks, sections, pages of document, images, screenshots, emails, to-do items etc.

### Access to our published schedule for all students

Next year we have removed the Dunedin subsidised student only courses and opened the majority of our courses up for **all students** for a nominal charge, e.g. \$5 or \$10 per class.

Further sessions will be added to the schedule if the demand increases.

Please ensure your students are aware of this resource.

Students will also be able to book onto courses advertised on our Christchurch and Wellington campuses. Please note that training in these locations is usually in block periods 3 to 4 times per year. To ensure you do not miss out please check our schedule for these campuses regularly.

To access the schedule please go to [www.otago.ac.nz/it-training](http://www.otago.ac.nz/it-training) and click on **Courses we offer** and then click on **Courses by date** and filter by **Campus**.

### Online booking system

We encourage those booking onto our courses to add their **cell phone number**. This ensures you receive a txt message at 4pm the day prior to your class. We really appreciate notification of any change in plans as we often have people waiting to get on a course.

# Training History

There are several areas in the University using our inhouse booking system. These include Financial Services, Human Resources - Professional Development, Human Resources - Academic Leadership, Human Resources - Health and Safety, Graduate Research Office and the Support Services Review.

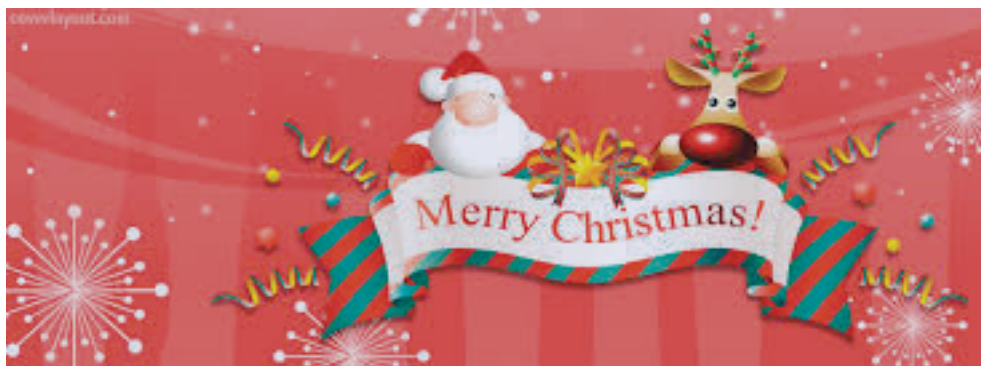
If you have attended any courses/workshops with any of the above you can obtain a pdf of all courses across all tenants. To access this information please go to [www.otago.ac.nz/it-training](http://www.otago.ac.nz/it-training) and click on **Courses we offer** and then click on **See which courses you've attended**. To download please use the **View as PDF** link at the bottom of the page.



Many thanks to those staff, students and members of the public who attended one or more of our courses this year. We hope to see you back again in 2018.

From the team at IT Training - have a safe and happy Christmas and New Year.

Anne, David, Leah, Maria, James and Yoko



# IT TRAINING COURSES COMING UP IN DECEMBER 2017/JANUARY 2018

Blackboard, Document Processing, File and Information Management, and Internet courses

## BLACKBOARD

### Blackboard - Demonstration

A 45-minute demonstration of key features of Blackboard, from the point of view of a student and a tutor. Bookings are not necessary, but we recommend you attend this demo before the other hands-on courses. Demos are held in the ITS Building (over the Leith). Room confirmed on the day.  
Wednesday 17th January, 1:00pm - 2:00pm  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

### Blackboard - Getting Started

Hands-on practice from the perspective of student and tutor. Login, work with announcements, course documents, tasks, calendar events, and communication.  
Thursday 25th January, 9:00am - 11:00am  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

### Blackboard - Anti-Plagiarism

The University has made the SafeAssign system available for checking student work for indications of plagiarism. This system is available via Blackboard, but you do not have to use Blackboard to use SafeAssign. This course provides an overview of SafeAssign.  
Wednesday 31st January, 9:00am - 11:00am  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

### Blackboard - Preparing Tests, Surveys, and Assignments

Prepare online assessments. Create and modify pools of questions, and assemble a selection into a test or survey. Make the test available to students, or set up assignment areas where students can drop in work for marking.  
Monday 29th January, 1:00pm - 4:00pm  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

### Blackboard - Online Marking

A 1 hour hands-on assessment of marking directly online via Blackboard.  
Monday 22nd January, 1:00pm - 2:00pm  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

### Blackboard - Grade Centre

Manage student marks. Review and mark online work. Upload and download grades. Set Grade display options and explore tools for identifying students with potential problems. Prerequisite is Blackboard Introduction or use of Blackboard on a regular basis.  
Thursday 25th January, 1:00pm - 2:30pm  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

## DOCUMENT PROCESSING

### Word PC - Thesis and Long Documents

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn skills for creating long documents. Add styles, sections, headers and footers, tabs, paragraphs, table of contents. Also footnotes, charts, tables, images and a table of figures.  
Tuesday 5th December and Thursday 7th December, 1:00pm - 3:00pm  
Campus: Dunedin  
Cost: Free for Staff / \$8.70 for Students / \$150.00 for Others  
Platform: Windows

## FILE AND INFORMATION MANAGEMENT

### OURDrive - Introduction

This is a two hour introduction to OURDrive, the university's electronic records management system.  
Friday 19th January, 9:00am - 11:00am  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

## INTERNET

### CMS - University Website Editing

This course teaches CMS editors to use the content management system to make changes to University of Otago web pages.  
Tuesday 16th January, 1:00pm - 3:00pm  
Campus: Dunedin  
Cost: Free for Staff  
Platform: Web Browser

# IT TRAINING COURSES COMING UP IN DECEMBER 2017/JANUARY 2018

Research Tools, Spreadsheets, Teaching Tools and Technical courses

## RESEARCH TOOLS

### **R - Data Analysis Walkthrough**

Go through the steps of a data analysis using sample data. Set up and modify data files, run analyses, and plot graphs.

Tuesday 30th January, 1:00pm - 3:00pm

Campus: Dunedin

Cost: Free for Staff/\$8.70 for Students/\$90.00 for Others

Platform: Macintosh but works the same on Windows

## SPREADSHEETS

### **Excel Mac - Kick Start**

Learn the basics of Excel spreadsheets (creation, navigation and editing), as well as an introduction to formulas, functions and charts.

Tuesday 30th January, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff/\$8.70 for Students/\$90.00 for Others

Platform: Macintosh

### **Excel PC - Kick Start**

Learn the basics of Excel spreadsheets (creation, navigation and editing), as well as an introduction to formulas, functions and charts.

Wednesday 31st January, 9:00am - 11:00am

Campus: Dunedin

Cost: Free for Staff/\$8.70 for Students/\$90.00 for Others

Platform: Windows

## TEACHING TOOLS

### **Zoom - Demonstration**

Learn about the University's new tool for videoing meetings and classes. Bookings are not necessary, but we recommend you attend this demo before the other hands-on courses.

Demos are held in the ITS Building (over the Leith). Room confirmed on the day.

Thursday 18th January, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

### **eReserve - create your reading lists for students**

This course teaches you how to use eReserve, the University's new, mandatory way to provide in-copyright materials to students.

Thursday 25th January, 1:00pm - 2:00pm

Campus: Dunedin

Cost: Free for Staff

Platform: Web Browser

## TECHNICAL

Dunedin staff and external clients are now able to make use of the Auldhouse Anywhere course delivery from our training rooms.

Please contact Anne Johnston - [anne.johnston@otago.ac.nz](mailto:anne.johnston@otago.ac.nz) for further information.

Book online or read more at: [otago.ac.nz/it-training](http://otago.ac.nz/it-training)