IT Training and Development Monthly: February 2018, Issue 187

New Waitlist feature in booking system

When booking on to an IT Training and Development course, sometimes the classes are full. We are pleased to let you know staff may now add themselves to a waitlist. Any spaces that become available will be offered to those on the wait list.

Go to: www.otago.ac.nz/its/services/training
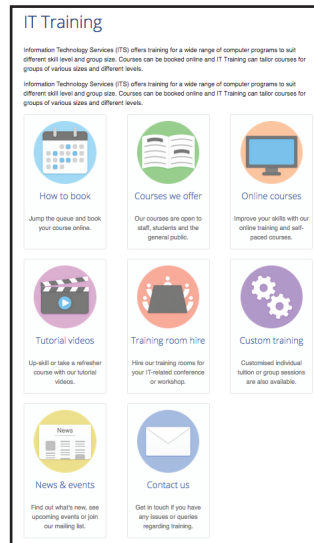
Click on the **Sign In** button and login using your university username and password.
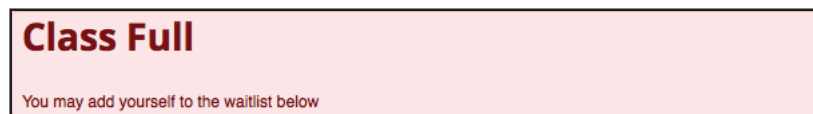

Choose a course you want to attend. If the date you want to attend is full "Places Used" will show 10/10 and "Bookings" will show Full, select the **Add to Waitlist** button.

A warning screen will show the Class is Full but you may add yourself to the waitlist

Class Full

You may add yourself to the waitlist below

Your details should already be filled in by the system. Correct any you would like. If you add your cell phone number you will receive a txt reminder at 4pm the day prior to the class. Then select **Add to Waitlist** at the bottom of the screen.

✓ Add to Waitlist
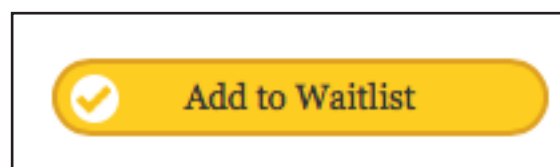
You will receive an email confirming you have been added and if a space becomes available we will add you to the class and you will receive an email.

When the course has been confirmed you will receive a second email with the details of where the class is to be held.

IT TRAINING AND DEVELOPMENT COURSES IN FEBRUARY 2018
Blackboard, Database, Doc Proc, File / Info Mgmt, Graphics, Internet & Presentation courses

BLACKBOARD

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 15th February, 1:00pm - 3:00pm
Cost: Free for Staff
Platform: Web Browser

Blackboard - At a Distance

Techniques for preparing and distributing documents. Set document formats, and learn best practices for readability and easy downloading.
Wednesday 14th February, 1:00pm - 3:00pm
Cost: Free for Staff
Platform: Web Browser

Blackboard - Student Content Contribution

Set up the communications tools - discussion forums, blogs, journals and wikis - and use from the perspective of students and tutor.
Thursday 22nd February, 9:00am - 10:00am
Cost: Free for Staff
Platform: Web Browser

DATABASE

FileMaker - Relationships

Define and use relationships between tables to maintain database integrity, control layouts and create data queries.
Tuesday 13th February, 9:00am - 11:00am
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh but works the same on Windows

EndNote PC - For Research and Writing

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn all the basics of working with EndNote X7.4. Create and edit references. Manage PDFs. Import references from other sources. Use in-text citations in Word to compile a bibliography automatically.
Wednesday 14th and 21st February, 9:00am - 11:00am
Cost: Free for Staff / $8.70 for Students
Platform: Windows but works the same on Macintoshes

DOCUMENT PROCESSING

PDF - Creation and Editing

Use Adobe Acrobat to create and enhance PDF files, creating documents that will look the same on different computers.
Wednesday 7th February, 9:00am - 12:00pm
Cost: Free for Staff / $8.70 for Students / $125.00 for Others
Platform: Macintosh but works the same on Windows

Word - 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.
PC - Monday 12th and 19th February, 1:00pm - 3:00pm
Mac - Thursday 15th and 22nd February, 9:00am - 11:00am
Cost: Free for Staff / $8.70 for Students / $150.00 for Others
Platform: Windows

FILE AND INFORMATION MANAGEMENT

Syncplicity - Overview

Syncplicity is a file sharing and storage service that keeps your files securely in University of Otago data centres. It is very much like DropBox in that you can view & files on various devices, or access them directly via the Web. You can also easily share folders and files with others.
PC - Thursday 1st February, 1:00pm - 3:00pm
Mac - Friday 9th February, 9:00am - 11:00am
Cost: Free for Staff
Platform: Windows

GRAPHICS

InDesign - Overview

Set up a publication, import and manipulate text and graphics, format text and print documents.
Monday 26th February, 1:00pm - 4:00pm
Cost: Free for Staff / $8.70 for Students / $125.00 for Others
Platform: Macintosh but works the same on Windows

Editing Image Sizes

Make use of various free software programs to adjust the dimensions and file size of images to use in documents or web pages.
Tuesday 20th February, 1:00pm - 2:00pm
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Windows but works the same on Macintoshes

INTERNET

University Blogs - Demonstration

This 30 minute demonstration covers setting up a website for a small group/ occasion. Bookings are not necessary, but we recommend that anyone planning to attend the hands-on introductory course attend the demo first.
Wednesday 28th February, 1:00pm - 2:00pm
Cost: Free for Staff
Platform: Web Browser

Google Analytics - Understanding Reports

Many university web systems can provide reports of usage via Google Analytics. This course covers setting up and understanding Google Analytics reports.
Wednesday 21st February, 1:00pm - 3:00pm
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Web Browser

PRESENTATION

PowerPoint Mac - Basic Presentations

Work with outlines and layouts, text, graphics and design themes. Explore printing and slideshow delivery options.
Tuesday 13th February, 1:00pm - 3:00pm
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

Book online or read more at: otago.ac.nz/it-training

RESEARCH TOOLS

SPSS - Quick Intro

Get an introduction to SPSS. Learn the essentials of setting up a data file, modifying data and doing a simple statistical analysis.
Wednesday 28th February, 9:00am - 11:00am
Cost: Free for Staff / $8.70 for Students / $90 for Others
Platform: Windows

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.
Thursday 22nd February, 1:00pm - 3:00pm
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh but works the same on Windows

Qualtrics - Surveys

Prepare surveys and work with the results.
Friday 2nd February, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Web Browser

SECURITY

Stopping Spam and Viruses

Protect your information through a mix of exercises and guidelines.
Monday 19th February, 1:00pm - 3:00pm
Cost: Free for Staff / $8.70 for Students
Platform: Windows but works the same on Macintoshes

SPREADSHEETS

Excel Mac - Complete Beginners

Learn the basic essentials for using Excel - create and save workbooks, add and save data, navigate through spreadsheets, insert and delete cells, and use the Fill Handle. Format cells, rows and columns; change the appearance of font and add borders and colours to cells.
Thursday 1st February, 9:00am - 10:00am
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Macintosh

Excel PC - Organising Quantitative Data

Get the categorisation of your data correct, do data entry with minimum typing, fix organisation easily when you realise it is wrong, put numbers into ranges, and make rapid summaries of data. Have your data well arranged for subsequent work in any quantitative analysis program.
Friday 16th February, 9:00am - 11:00am
Cost: Free for Staff / $8.70 for Students
Platform: Windows

Excel PC - Manipulating University Data

Break up account codes, join together names, and rearrange data into a tidy rectangle that is easy to work with in Excel. As well as general Excel users, this course is specifically useful to people using Business Objects and Finance One.
Thursday 8th February, 1:00pm - 3:00pm
Cost: Free for Staff
Platform: Windows

Excel PC - Pivot Tables

Summarise and analyse data from various perspectives without changing it. Produce summary statistics. As well as general Excel users, this course is specifically useful to people using Business Objects and Finance One.
Tuesday 27th February, 1:00pm - 3:00pm
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows

Excel Mac - Formulas

Learn the basics of creating formulas and working with functions. As well as general Excel users, this course is specifically useful to people using Business Objects and Finance One.
Monday 12th February, 1:00pm - 3:00pm
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

TEACHING TOOLS

Otago Capture - Editing Lecture Recordings

Otago Capture is the system for recording lectures in the larger lecture theatres. This course focuses on working with recordings made by Otago Capture.
Wednesday 14th February, 9:00am - 11:00am OR
Friday 23rd February, 9:00am - 11:00am
Cost: Free for Staff
Platform: Web Browser

Multi Choice Exam Marking - Info Session

Learn about the University's multi-choice examination marking service for terms tests, assignments and exams.
Thursday 15th February, 1:00pm - 2:00pm
Cost: Free for Staff
Platform: Web Browser

TECHNICAL

For technical course enquiries please contact Anne Johnston
- anne.johnston@otago.ac.nz

Book online or read more at: otago.ac.nz/it-training