Fall 2023

UPCOMING WORKSHOPS

The ITS Training Program provides workshops and on-demand learning resources that deliver technology training to the Cal State LA community when and where they need it. Cal State LA faculty, staff, and student clubs and organizations can request to have these workshops conducted for their classes, departments, or members.

For more information about our on-demand workshops, visit **www.calstatela.edu/workshops#request**

SCAN ME

IN PERSON WORKSHOPS

✳INTRODUCTION TO ADOBE SIGN

This workshop focuses on the features and advantages of using Adobe Sign as an e-signature solution. You will learn how to login, customize user preferences, handle agreements, and more!

DATE	TIME	LOCATION
Thur., Oct. 12, 2023	1:30pm to 2:30pm	LPW 4056
Tues., Oct. 24, 2023	11:00am to 12:00pm	LPW 4056
Thurs., Nov. 2, 2023	10:00am to 11:00am	LPW 4056
Mon., Nov. 13, 2023	2:30pm to 3:30pm	LPW 4056
Tues., Nov. 24, 2023	11:00am to 12:00pm	LPW 4056
Wed., Nov 29, 2023	1:30pm to 2:30pm	LPW 4056
Mon., Dec. 4, 2023	1:30pm to 2:30pm	LPW 4056

✳INTRODUCTION TO DRUPAL

This workshop will cover an overview of using Drupal, working with pages, and adding content and its accessibility features.

DATE	TIME	LOCATION
Wed., Oct. 4, 2023	10:00am to 11:00am	LPW 4056
Thur., Oct. 19, 2023	4:00pm to 3:00pm	LPW 4056
Wed., Oct. 25, 2023	11:00am to 12:00pm	LPW 4056
Mon., Nov. 6, 2023	10:00am to 11:00pm	LPW 4056
Thurs., Nov. 30, 2023	2:00pm to 3:00pm	LPW 4056

✳LINKEDIN LEARNING

The LinkedIn Learning workshop focuses on showcasing the interface and tools provided by LinkedIn Learning, an online learning platform. We will teach users how to utilize the learning tool to aid in their personal, professional, and intellectual growth, and more!

DATE	TIME	LOCATION
Wed., Oct. 11, 2023	2:30pm to 3:30pm	LPW 4056
Tues., Oct. 17, 2023	1:00pm to 2:00pm	LPW 4056
Tues., Nov. 7, 2023	2:00pm to 3:00pm	LPW 4056
Tues., Nov. 28, 2023	2:00pm to 3:00pm	LPW 4056
Wed., Dec. 6, 2023	3:00pm to 4:00pm	LPW 4056

IPAD TRAINING SERIES

✳ GETTING STARTED WITH YOUR IPAD

Learn the ins and outs of your new iPad! This workshop is designed to help participants who are new or unfamiliar with iPads and Apple devices. This workshop will cover hardware, iCloud, settings and accessibility, AirDrop, control center, gestures, multitasking, and the versatile focus feature. Participants will learn how to maneuver and configure settings in their new iPad comfortably.

DATE	TIME	LOCATION
Tues., Sept. 12, 2023	2:30pm to 3:30pm	LPW 4056
Wed., Oct. 18, 2023	3:00pm to 4:00pm	LPW 4056
Mon., Oct. 30, 2023	11:30am to 12:30pm	LPW 4056

✳ ORGANIZATION AND SEMESTER PLANNING WITH IPAD

Never miss a deadline again with these iPad features! Learn how to utilize planning and organizing features to plan and study according to your schedules. All apps are included and are entirely free! This workshop will cover iCloud sync, Calendar, Reminders, Document Scanning and Live Text, Widgets, AirDrop, and Focus mode.

DATE	TIME	LOCATION
Tues., Sept. 19, 2023	2:30pm to 3:30pm	LPW 4056
Wed., Oct. 25, 2023	3:00pm to 4:00pm	LPW 4056
Mon., Nov. 6, 2023	11:30am to 12:30pm	LPW 4056

✳ BEST BACK TO SCHOOL APPS

Make your iPad a makeshift laptop with these apps! This workshop is designed to introduce you to mobile versions of applications from Microsoft Office Suite and more. This workshop will cover Focus Mode, GETmobile, Canvas, Word, PowerPoint, Excel, Teams, OneDrive, and LinkedIn Learning.

DATE	TIME	LOCATION
Tues., Sept. 26, 2023	2:30pm to 3:30pm	LPW 4056
Wed., Nov. 1, 2023	3:30pm to 4:30PM	LPW 4056
Mon., Nov. 13, 2023	11:30am to 12:30pm	LPW 4056

✳NOTE TAKING WITH APPLE PENCIL

It's not me, it's you, Notebook. Become a pro note-taker with these apps! This workshop will introduce you to the Apple Pencil and excellent note-taking apps. This workshop will cover Apple Pencil, Split Screen Functionality, Apple's Note App, One Note, and GoodNotes. Learn how to utilize free to paid notetaking apps and their unique features such as sharing, recording lectures, flashcards, and iCloud sync.

DATE	TIME	LOCATION
Tues., Oct. 3, 2023	2:30pm to 3:30pm	LPW 4056
Wed., Nov. 8, 2023	3:00pm to 4:00pm	LPW 4056
Mon., Nov. 27, 2023	11:30am to 12:30pm	LPW 4056

✳TASK AUTOMATION WITH IPAD SHORTCUTS

From ordering a Starbucks drink to automatically sending emails or messages, learn how to use Apple's Shortcuts and Automation apps to do the work that fits your needs and lifestyle.

DATE	TIME	LOCATION
Tues., Oct. 10, 2023	2:30pm to 3:30pm	LPW 4056
Wed., Nov. 15, 2023	3:00pm to 4:00pm	LPW 4056
Mon., Dec. 4, 2023	11:30am to 12:30pm	LPW 4056

✳ACCESSIBILITY ON IPAD

Is your iPad's text size too small? Want some background noises while you work? Want your iPad to read an article out loud to you? If yes, learn these tricks and more in this workshop! This workshop introduces you to iPad's many accessibility options that fit your needs.

DATE	TIME	LOCATION
Tues., Oct. 17, 2023	2:30pm to 3:30pm	LPW 4056
Wed., Nov. 29, 2023	3:00pm to 4:00pm	LPW 4056

NOTE: Workshop dates and times are subject to change.

CAL STATE LA **INFORMATION TECHNOLOGY SERVICES**
IT TRAINING PROGRAM | @MyCalStateLA

Contact us for more information or concerns:
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