



Fall 2009: September 8 – December 11

Academic & Administrative Services

oit.nd.edu/training

Where to Find Us

Our office: B012 DeBartolo Hall

Our phone: (574) 631-7227

Our web site: oit.nd.edu/training

Class locations: Classes are held in B002 DeBartolo Hall (unless otherwise noted). An elevator is located in the northeast corner of the building.

Parking: B1 lot is east of the Mendoza College of Business.

Fall 2009 Workshops

ND-specific courses

buyND 2.5 hrs

Learn the University's online purchasing system. For those who will also use GLez, a one-hour class will be held immediately following (see GLez classes listed below).

Tue Sep 8	8:30–11:00 a.m.	B002 DeBartolo
Tue Sep 22	8:30–11:00 a.m.	B002 DeBartolo
Tue Oct 6	8:30–11:00 a.m.	B002 DeBartolo
Tue Oct 20	8:30–11:00 a.m.	B002 DeBartolo
Tue Nov 3	8:30–11:00 a.m.	B002 DeBartolo
Tue Nov 17	8:30–11:00 a.m.	B002 DeBartolo
Tue Dec 1	8:30–11:00 a.m.	B002 DeBartolo

GLez 1 hr

Learn to use GLez, the online look-up tool for basic account/budget monitoring, grant management, and financial reporting.

Tue Sep 8	11:00 a.m.–noon	B002 DeBartolo
Tue Sep 22	11:00 a.m.–noon	B002 DeBartolo
Tue Oct 6	11:00 a.m.–noon	B002 DeBartolo
Tue Oct 20	11:00 a.m.–noon	B002 DeBartolo
Tue Nov 3	11:00 a.m.–noon	B002 DeBartolo
Tue Nov 17	11:00 a.m.–noon	B002 DeBartolo
Tue Dec 1	11:00 a.m.–noon	B002 DeBartolo

Facilities Management 1.5 hrs

Learn how to enter customer requests and track work orders in the newly upgraded facilities management system.

Wed Sep 9	10:00–11:30 a.m.	G001 IT Center
Mon Sep 21	10:00–11:30 a.m.	B002 DeBartolo
Mon Oct 5	10:00–11:30 a.m.	B002 DeBartolo
Mon Oct 19	10:00–11:30 a.m.	B002 DeBartolo
Mon Nov 2	10:00–11:30 a.m.	B002 DeBartolo
Mon Nov 16	10:00–11:30 a.m.	B002 DeBartolo
Mon Dec 7	10:00–11:30 a.m.	B002 DeBartolo

Custom Classes

Do you need individual training? Or does your department or your students need training on a specific tool? To arrange a custom class to meet your needs, contact us at 631-7227 or training@nd.edu

How to Use Endeavor, the Online Registration Tool

Access Training from the Learning Menu

1. Go to endeavor.nd.edu, enter your NetID and password and click **Login**.
2. Click **Go** (upper left), then choose **Learning** from the dropdown menu.

Find a Course

1. From the **Learning** menu, choose **Course Catalog**.
2. To find a course, use the arrows (upper left and right corners) to page through the alphabetical list, or search for a specific course (click **Filter**, enter criteria and click **Apply**).

Register for a Class

1. Click the class's link and scroll through the list of Upcoming Classes for that course.
2. From the **Action** dropdown of the class you want, choose **Register for this Class**.
3. Click **Submit**.

View Class Details (start and end times)

1. Locate the course in the **Course Catalog** and click its link.
2. Scroll through the list to find your specific class, and from its dropdown menu choose **More Details**.
3. Read the "Notes to the Class" field to view session details, such as start and end times.

Cancel from Class

1. From the **Learning** menu, choose **Current Classes**
2. From the **Action** dropdown menu for the class you wish to cancel, choose **Cancel**, then click **OK** to confirm.

Class schedules, course descriptions and registration at: endeavor.nd.edu

insideND: Introduction to Notre Dame's Online Community 2 hrs

Learn to use the insideND interface. For both PC and Mac users.

Wed Sep 9	9:00–11:00 a.m.	B002 DeBartolo
Wed Oct 14	9:00–11:00 a.m.	B002 DeBartolo
Wed Nov 11	9:00–11:00 a.m.	B002 DeBartolo
Wed Dec 9	9:00–11:00 a.m.	B002 DeBartolo

Outlook 2007 Calendar for General and Delegate Users (PC) 3.5 hrs

Learn the University-wide calendaring system. The last half-hour of class will focus on information for those who act as a delegate for a person or resource.

Tue Sep 1	1:00–4:30 p.m.	B002 DeBartolo
Thu Oct 8	8:30 a.m.–noon	B002 DeBartolo
Mon Nov 9	8:30 a.m.–noon	B002 DeBartolo
Tue Dec 15	1:00–4:30 p.m.	B002 DeBartolo

Entourage 2008 Calendar (Mac)

For classes on using Entourage calendaring system, please call 631-7227.

Outlook 2007 E-Mail (PC) 3.5 hrs

Learn to use some of the features of Outlook 2007 e-mail, including contacts, distribution lists, and rule setting to filter e-mails.

Thu Sep 10	8:30 a.m.–noon	B002 DeBartolo
Thu Oct 15	1:00–4:30 p.m.	B002 DeBartolo
Wed Nov 18	8:30 a.m.–noon	B002 DeBartolo
Fri Dec 11	8:30 a.m.–noon	B002 DeBartolo

Web page development

Contribute: Managing Your ND Web Site 2.5 hrs

Create and edit Web pages using Contribute.

Thu Oct 22	1:30–4:00 p.m.	B002 DeBartolo
Thu Dec 3	8:30–11:00 a.m.	B002 DeBartolo

Dreamweaver CS4: Basic 3.5 hrs Cost: \$30

Build basic Web pages using Dreamweaver CS4's tools for creating and manipulating text, images and links. For both PC and Mac users.

Mon Sep 14	8:30 a.m.–noon	B002 DeBartolo
Thu Nov 12	1:00–4:30 p.m.	B002 DeBartolo





Publishing and graphics

Multimedia: Creating Digital Media 3.5 hrs
Cost: \$30

Learn to create, convert, edit and manipulate digital photographs, sound files and videos. For PC users.

Wed Dec 2 8:30 a.m.–noon B002 DeBartolo

PDF: Creating PDF Documents with Acrobat 1.5 hrs
Cost: \$15

Create PDFs using Acrobat Distiller and PDFMaker and do simple text editing and manipulation of PDFs. For PC and Mac users.

Wed Sep 30 8:30–10:00 a.m. B002 DeBartolo

Mon Dec 14 1:00–2:30 p.m. B002 DeBartolo

PDF: Advanced PDF Features in Acrobat 1.5 hrs
Cost: \$15

Learn advanced features of Acrobat, such as redacting, inserting links, and optical character recognition. For PC and Mac users.

Wed Sep 30 10:15–11:45 a.m. B002 DeBartolo

Mon Dec 14 2:45–4:15 p.m. B002 DeBartolo

PDF: Creating PDF Forms with Acrobat 3.5 hrs
Cost: \$25

Create PDF forms that can be filled out online and the results e-mailed to you. For PC and Mac users.

Wed Oct 28 1:00–4:30 p.m. B002 DeBartolo

Productivity applications

Office 2007: What's New? 2 hrs

See the new features of Office 2007, including the user interface and popular applications such as Access, Excel, Outlook, PowerPoint and Word.

Wed Sep 16 9:00–11:00 a.m. B002 DeBartolo

Tue Nov 10 2:00–4:00 p.m. B002 DeBartolo

Access 2007 Basic 10.5 hrs
Cost: \$90

Learn basic database concepts and how to create and modify databases.

M/W/F Sep 14/16/18 1:00–4:30 p.m. B002 DeBartolo

M/W/F Oct 5/7/9 1:00–4:30 p.m. B002 DeBartolo

Access 2007 Intermediate 10.5 hrs
Cost: \$90

Learn what to consider in designing and creating a new database and how to work with Access tables, relationships, queries, forms, and reports.

M/W/F Nov 9/11/13 1:00–4:30 p.m. B002 DeBartolo

Access 2007 Advanced 10.5 hrs
Cost: \$90

Extend your knowledge into the more specialized and advanced capabilities of Access.

M/W/F Nov 16/18/20 1:00–4:30 p.m. B002 DeBartolo

Excel 2007 Basic 7 hrs
Cost: \$70

Learn how to migrate paper-based data to an electronic format and use Excel 2007 to manage, edit, and print data.

T/Th Sep 15/17 8:30 a.m.–noon B002 DeBartolo

T/Th Oct 27/29 1:00–4:30 p.m. B002 DeBartolo

T/Th Dec 1/3 1:00–4:30 p.m. B002 DeBartolo

Excel 2007 Intermediate 7 hrs
Cost: \$70

Learn to streamline and visually enhance your spreadsheets with templates, charts, graphics and formulas.

T/Th Oct 6/8 1:00–4:30 p.m. B002 DeBartolo

T/Th Dec 8/10 8:30 a.m.–noon B002 DeBartolo

Excel 2007 Advanced 7 hrs
Cost: \$70

Learn to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets and share data with other applications.

T/Th Nov 17/19 1:00–4:30 p.m. B002 DeBartolo

PowerPoint 2007 Basic 7 hrs
Cost: \$70

Learn the basics of PowerPoint to give electronic presentations.

T/Th Sep 22/24 1:00–4:30 p.m. B002 DeBartolo

T/Th Nov 10/12 8:30 a.m.–noon B002 DeBartolo

PowerPoint 2007 Advanced 7 hrs
Cost: \$70

Enhance basic presentations with features that will transform them into powerful communication tools.

T/Th Dec 8/10 1:00–4:30 p.m. B002 DeBartolo

Word 2007 Basic 7 hrs
Cost: \$70

Learn the fundamental concepts required to produce basic business documents.

T/Th Sep 8/10 1:00–4:30 p.m. B002 DeBartolo

Word 2007 Intermediate 7 hrs
Cost: \$70

Add complexity to Word documents and create personalized efficiency tools.

T/Th Oct 13/15 8:30 a.m.–noon B002 DeBartolo

M/W Nov 2/4 1:00–4:30 p.m. B002 DeBartolo

Word 2007 Advanced 7 hrs
Cost: \$70

Learn how to use Word to create, manage, revise and distribute long documents, forms, and Web pages.

M/W Dec 7/9 1:00–4:30 p.m. B002 DeBartolo

Office 2003 Instruction

For classes on using Word, Excel, PowerPoint or Access 2003, please call 631-7227.

**Of Special Interest to
Faculty and Graduate Students**

PowerPoint 2007 for Teaching 3 hrs

Learn PowerPoint basics to help you teach in Notre Dame's technology-equipped classrooms.

Thu Oct 22 9:00 a.m.–noon B002 DeBartolo

Wed Dec 16 1:00–4:00 p.m. B002 DeBartolo

Preparing Your Dissertation 3.5 hrs

Learn to use Word to format your dissertation.

2003:

Mon Oct 12 1:00–4:30 p.m. B002 DeBartolo

Tue Nov 3 1:00–4:30 p.m. B002 DeBartolo

Wed Dec 2 1:00–4:30 p.m. B002 DeBartolo

2007:

Wed Oct 14 1:00–4:30 p.m. B002 DeBartolo

Fri Nov 6 1:00–4:30 p.m. B002 DeBartolo

Fri Dec 4 8:30 a.m.–noon B002 DeBartolo

**RefWorks: Web-based
bibliographic management**

RefWorks: Overview 2 hrs

Learn to use this online bibliographic tool. Offered in conjunction with the University Libraries.

Wed Sep 9 2:00–4:00 p.m. B002 DeBartolo

Tue Sep 29 9:00–11:00 a.m. B002 DeBartolo

Wed Oct 7 9:00–11:00 a.m. B002 DeBartolo

Fri Nov 6 9:00–11:00 a.m. B002 DeBartolo

Thu Nov 19 9:00–11:00 a.m. B002 DeBartolo

**Concourse: Course management
workshops**

Concourse: Ask an Expert 2 hrs

Experts will be available to answer questions or address issues. Drop in any time during the two-hour session, have some refreshments, and ask away!

Tue Sep 15 1:00–3:00 p.m. B002 DeBartolo

Fri Sep 18 9:00–11:00 a.m. B002 DeBartolo