Good afternoon Colleagues,

To further support the telework and online learning initiatives, the Office of Information Technology and Academic Technology are pleased to offer online "Getting Started" and "Deep Dive" training sessions. These webinars will introduce you to the telework and academic tools such as: Zoom, VPN, Remote Desktop, Jabber/Softphones, D2L and Kaltura MediaSpace.

Please review the time slots below for the one-hour Zoom-based training sessions. Feel free to join any of the training sessions, as many times as you would like.
**Additional IN-PERSON training sessions will be provided. Stay tuned for the schedule.
**For product definitions, please scroll to the bottom of the email.

ZOOM-Based Training Sessions
✓ Getting Started with your Telework Tools - Zoom, VPN, Remote Desktop, Jabber/Softphones, and Kaltura Mediaspace. Learn how to connect and use these tools.
The Service Desk/Sonya will be your guide. Click HERE to connect to their ZOOM ROOM.

Date	Time
3/19/2020	9 AM, 12 PM, 2 PM, 3:30 PM
3/20/2020	9 AM, 12 PM, 2 PM, 3:30 PM

✓ Drop-In Ask-Us Tech Questions – Have a quick question or need to walk-through an activity? Join us, ask us.
The Service Desk and D2L Gurus will be your guides. Click HERE to connect to their ZOOM ROOM.

Date	Time
3/23/2020	1 PM – 3 PM
3/27/2020	9 AM – 11 AM
3/30/2020	1 PM – 3 PM
4/3/2020	9 AM – 11 AM

✓ Deep dive into incorporating Tech Tools (Zoom, OneDrive) into your daily instruction.
   o Do more with Zoom – Learn how to use the Zoom features for instruction, including sharing your screen, creating polls, and engaging conversations through chats. We'll also cover how to access Zoom on your mobile device.
   o Drive Far with OneDrive – Find out how to access & share your files using OneDrive from anywhere you have an internet connection.
The Service Desk/Sonya will be your guide. Click HERE to connect to their ZOOM ROOM.

Date	Time
3/24/2020	10 AM – 11 AM
3/25/2020	2 PM – 3 PM
3/26/2020	10 AM – 11 AM
3/31/2020	2 PM – 3 PM
4/1/2020	10 AM – 11 AM
4/2/2020	2 PM – 3 PM

✓ Remote into a Desktop with VPN & Softphones – Need to use Marketplace, ISRS or make desktop calls? Check out this training session and work remotely!
The Service Desk/Sonya will be your guide. Click HERE to connect to their ZOOM ROOM.

Date	Time
3/24/2020	1 PM – 2 PM
3/25/2020	11 AM – 12 PM
3/26/2020	1 PM – 2 PM
3/31/2020	11 AM – 12 PM
4/1/2020	1 PM – 2 PM
4/2/2020	11 AM – 12 PM

✓ Doing more with Kaltura Mediaspace – Record and share lectures and capture screen presentations. Link to captured media via D2L. Learn how to integrate these tools into your online instruction.
Amela and Rita will be your guides. Click HERE to connect to their ZOOM ROOM.

Date	Time
3/24/2020	11 AM – 12 PM
3/25/2020	3 PM – 4 PM
3/26/2020	11 AM – 12 PM
3/31/2020	3 PM – 4 PM
4/1/2020	11 AM – 12 PM
4/2/2020	3 PM – 4 PM

✓ Tying it all together with D2L – The faculty-centric training will go over topics like sharing course materials, communication, assessment and grading options. You can help drive this conversation!
Amela and Rita will be your guides. Click HERE to connect to their ZOOM ROOM.

Date	Time
3/24/2020	9 AM – 10 AM
3/25/2020	1 PM – 2 PM
3/26/2020	9 AM – 10 AM
3/31/2020	1 PM – 2 PM
4/1/2020	9 AM – 10 AM
4/2/2020	1 PM – 2 PM

Technology Definitions – Training provided for *ITALICIZED* items
- Distance Learning Tools – D2L, Kaltura Mediaspace
  - *D2L Brightspace* – Online Learning Management System used for classroom instruction. Syllabus, coursework, and quizzes are some of the resources that can be housed here.
  - *Kaltura Mediaspace* – Tool to Record and share lectures and capture screen presentations. Link to captured media via D2L.
- Web-based Conferencing Tools – Zoom, Microsoft Teams, Skype for Business
  - Skype for Business – effective chat tool for quick conversations with MinnState employees.
  - Teams – Part of the Office 365 software group – allows for file distribution, chat & video conferencing to communicate with students, faculty, and staff.
  - *Zoom* – video conference/phone conference online tool to communicate with students, faculty, and staff. Allows for non-MinnState members to easily connect to conversations.

- Remote/Telework Tools – VPN, Remote Desktop, Softphone
  - *Remote Desktop* – Computer-based application that allows you to connect to a computer from off-campus. AR-Slate is used in conjunction with VPN in some cases.
  - *Softphone* – Computer-based application (Jabber) that allows any computer to replicate your physical work phone on a computer.
  - *VPN* (Virtual Private Network) – Allows users to access institution resources that are restricted to ON-Campus use. ISRS, Marketplace, and Softphones are examples of applications that need VPN access.
- Business Applications – Everyday functional tools
  - *OneDrive* – Part of the Office 365 software group - File and folders which allow users to connect to documents anywhere there is a network connection.