Attention URI Faculty and Staff!

Free workshops for YOU this fall:

**Digital Declutter:** Come to this hands-on session and simplify your digital life. Learn tips and tricks to organize your workflow so you have what you need when you need it. Chafee 208 (inside Suite 217) 10:00 -11:00 am, 10/15, 11/19 or 12/18

**G Suite Soup to Nuts NEW Series!** In each of these one hour sessions we will do a deep dive into a different featured popular collaboration G Suite application each month. In this workshop, you will learn the basic functions of the featured app of the month which will aid with everyday task productivity. You are sure to pick up many new tips and tricks along the way.

Kingston Campus Chafee Rm 208 (inside Suite 217) 10:00-11:00 am
- October 18th or 31st  Gmail / Calendar
- November 15th or 26th  Docs / Drive
- December 12th or 30th  Google Sheets

NEW! CEPS Campus, Providence Rm 301c, 2:00-3:00 pm
- October 26th  Gmail/ Calendar
- November 30th  Docs/ Drive
- December 14th  Google Sheets

**draw.io:** Do you like Visio? If yes, you will love draw.io. Create flowcharts, UMLs, entity relation diagrams, website wireframes, organizational charts, network diagrams, mockups and more! Quinn Lab 215-10/11, 11/8 9:30-11:00 am or 12/8 11:00-1:00 pm

**Explore Sakai Tools / Sakai Accessibility Check:** Come in and chat with a Sakai specialist! Ask about never used Sakai tools or evaluate course content to ensure your course complies with usability standards. Chafee Rm. 208 (inside Suite 217) drop-ins welcome every Wednesday from 2:00-4:00 pm (check the ITS Training Calendar for changes and cancelations)

**Excel Basic Survival NEW!:** Learn how to build spreadsheet using data entry, text and number formats and basic mathematical functions. Quinn Lab 215 from 11:00-12:30 pm 10/18, 11/8 or 12/7

**Mediasite:** Learn how to manage your course videos with Mediasite, URI’s video repository. Use Mediasite to transform online education, by embedding user training modules or personalized communications directly into Sakai. Chafee 208 (inside Suite 217) 10:00-12:30 pm 10/18, 11/8 or 12/7

New Workshops Coming Soon! Detangle the Web & Lost in the Cloud