**Tech Training**

web.uri.edu/its-training

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**Workshops For URI Faculty & Staff!**

**G Suite Soup to Nuts** [REGISTER](#)

In each of these sessions we will do a deep dive into one featured G Suite app each month. You are sure to pick up new tips along the way.

**Kingston Campus:** Chafee 208* from 10:00AM -11:30 AM  
Sheets: 3/20, Slides: 4/9, Hangouts/Meet/Chat: 4/24 and Sites: 5/1

**Providence Campus:** Room 301C from 1:00PM- 2:30PM  

**NEW! GSO Bay Campus** CACS 111 Room from 1:00 PM -2:30 PM  
G Suite Fundamentals (overview of all Google apps): 3/26

**Mediasite Video Management** [REGISTER](#)

Mediasite is URI's preferred video platform. Use Mediasite to create, publish, store and manage all of your course media projects. Learn how to upload and curate video content to later embed in your Sakai course sites.

Chafee 208*: 3/8, 3/22, 4/1, 4/11 and 5/10 from 10:00-11:00 AM

**Captioning with Mediasite** NEW! [REGISTER](#)

Learn how to add captioning through Mediasite for self-authored videos used in your academic The Mediasite platform allows you to easily share videos through and easy to use interface.

Chafee 208*: 3/8, 3/22, 4/1, 4/11 & 5/10 from 11:00 AM -12:00 PM

**Excel Basics** [REGISTER](#)

Get familiar with spreadsheet properties utilizing Excel's basic functions formulas and commands. **Quinn Lab 215:** 3/14 and 4/18 from 9:30 AM-11:30 AM

**Excel Advanced** NEW! [REGISTER](#)

Learn how to create effective spreadsheets by managing large sets of data through utilization of some of Excel's most popular and highly sought after functions.  
**Quinn Lab 215:** 3/14 & 4/18 from 1:00 PM-2:30 PM

**draw.io Charting Basics** [REGISTER](#)

Do you like Visio? If yes, you will love draw.io. Create flowcharts, UMLs, entity relation diagrams, website wireframes, organizational charts, network diagrams, mockups!  
**Quinn Lab 215:** 3/12 1:00 PM - 2:30 PM and 4/15 9:30-11:00 AM

**Explore Sakai Tools / Sakai Accessibility Check**

*No Registration Required* Come in and chat with a Sakai specialist and bring all your burning Sakai questions.  
**Chafee 208** Drop-in times Wednesdays 2:00 PM-4:00 PM —check our [calendar](#) for updates —

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**Coming Soon…**

Office 365 Info sessions

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**“I took the Google Drive class and it was great! My Google Drive is now getting organized and I can really find files much faster!”**

-Stephanie, Campus Rec.

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**Training Ideas? Contribute to our Suggestion Box.**

JUST CLICK [HERE](#)

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*The Chafee 208 training room is located inside of Suite 217*