# Software Training Catalog

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Custom Trainings for Gonzaga University:

**Banner Self Service (Zagweb):**

**Web Time Entry**

**Description:** This self-paced video training is offered for four different audiences, non-exempt staff, exempt staff, student employees, and timesheet approvers. Each series discusses, login, navigation, recording of time such a split earn codes, copying hours, and changing time; and finally how to submit your timesheet for approval.

- **Creator:** Cassandra Slagg
- **Owner:** Payroll Department
- **Location:** [www.gonzaga.edu/payroll](http://www.gonzaga.edu/payroll)
- **Average runtime:** 5 minutes
- **Competency Element:** None
- **Prerequisites:** None

**Using Zagweb – Video Tutorial**

**Description:** In this training video you will learn how to login, what ZagAlert is, various aspects of the registration process as well as degree evaluation.

- **Creator/Owner:** Registrar’s Office
- **Location:** Zagweb (http://www.gonzaga.edu/main/zagweb-tutorial/zagweb_tutorial_video_final.html)
- **Average runtime:** 18:56
- **Competency Element:** None
- **Prerequisites:** None

**Banner INB:**

**General Navigation**

**Description:** General Navigation is the first step in gaining access to our enterprise resource planning system, Banner. During this self-paced video training, trainees learn how to login, change their password, and become familiar with the look and navigation of the system and forms. They also learn how to search for records.

- **Creator/Owner:** Cassandra Slagg
- **Location:** [www.gonzaga.edu/bannervideos](http://www.gonzaga.edu/bannervideos)
- **Runtime:** 21:44
- **Competency Element:** Quiz
- **Prerequisites:** None

**Human Resources**

**Description:** In this self-paced video training, trainees learn how to look up job and position information in the Human Resources module.

- **Creator/Owner:** Cassandra Slagg
- **Location:** [www.gonzaga.edu/bannervideos](http://www.gonzaga.edu/bannervideos)
- **Runtime:** 9:31
- **Competency Element:** None, verification only
- **Prerequisites:** Banner INB – General Navigation
PopSel 101
**Description:** In this self-paced video training, trainees will be introduced to the concept of population selections (PopSels) including the storing of data. They will also learn what PopSels do and how to find, run and copy existing PopSels.

**Creator/Owner:** Cassandra Slagg  
**Location:** [www.gonzaga.edu/bannervideos](http://www.gonzaga.edu/bannervideos)  
**Runtime:** 13:11  
**Competency Element:** None, verification only  
**Prerequisites:** Banner INB – General Navigation

Finance
**Description:** In this self-paced training video series trainees are introduced to the basis of the finance module in which they learn about restricted funds, unrestricted funds and document history.

**Owner:** Cassandra Slagg  
**Location:** [www.gonzaga.edu/bannervideos](http://www.gonzaga.edu/bannervideos)  
**Runtime:** 16:56  
**Competency Element:** Quiz  
**Prerequisites:** Banner INB – General Navigation

Create & Update Records
**Description:** Do you need to be able to create and maintain records in Banner? If you need to be able to enter information about inquiries, applicants, current students, employees, etc. then you’ll need to complete this training. You’ll learn how to create name, ID, address, phone and email information as well as how to update this information correctly.

**Owner:** Cassandra Slagg  
**Location:** [www.gonzaga.edu/bannervideos](http://www.gonzaga.edu/bannervideos)  
**Runtime:** 23:02  
**Competency Element:** Quiz  
**Prerequisites:** Banner INB – General Navigation

Update Records
**Description:** Do you need to update names, addresses, phone numbers or email addresses for records already in Banner? This class will show you the correct formatting for updating records that already exist in Banner.

**Owner:** Cassandra Slagg  
**Location:** [www.gonzaga.edu/bannervideos](http://www.gonzaga.edu/bannervideos)  
**Runtime:** 18:55  
**Competency Element:** None, verification only  
**Prerequisites:** Banner INB – General Navigation

Nolij Web: General Navigation
**Description:** In this self-paced training video series in which trainees are introduced to the use of Nolij Web, basic navigation, and document management, which includes, searching, viewing, scanning, indexing, merging, importing, annotating, printing and emailing of documents.

**Creator/Owner:** Cassandra Slagg  
**Location:** [www.gonzaga.edu/bannervideos](http://www.gonzaga.edu/bannervideos)  
**Runtime:** 15:07  
**Competency Element:** None, verification only  
**Prerequisites:** None
Blackboard:
Top 10 Quick Tips in 2 minutes or Less
Description: In this training series you will learn about some of the most used features of Blackboard 9. Topics covered include: logging in, making a course available, hiding a course, enrolling a teaching assistant, using PDFs vs Word and what all those icons mean! For more Blackboard related training, see the standard trainings offered by Atomic Learning.
Creator: Erik Blackerby
Location: http://www.atomiclearning.com/highed/
Blackboard_9_Top_10_Quick_Tips_in_1_minute_or_less__2329
Runtime: 8 minutes
Prerequisites: None

Other:
Cascade Content Management System (CMS)
Description: Beginning, intermediate and advanced tutorials on how to use the Gonzaga Cascade (CMS) web editing system. Topics covered include: Account types, creating new pages, editing current pages, approving, deleting, copying and publishing web pages.
Creator: Erik Blackerby
Owner: Cassandra Slagg
Location: http://www.atomiclearning.com/highed/
Cascade_CMS_Web_Editing__2329
Runtime: 34 Minutes
Prerequisites: None

Tilford 405 Technology Classroom
Description: In this training you will receive a room tour and tutorials on using the technology found in Tilford 405 and videoconferencing classroom. Topics covered include a technology tour on the room controls and hiperwall software, instructor teaching PC, CopyCam Whiteboards, and Sender App.
Creator: Erik Blackerby
Owner: Cassandra Slagg
Location: http://www.atomiclearning.com/highed/
Tillford_405_Technology_Classroom__2329
Runtime: 22 Minutes
Prerequisites: None

New Faculty Guide to Technology at Gonzaga
Description: Topics covered include media classrooms, network share drives, accessing email remotely, Citrix remote service and an introduction to Blackboard 9.
Creator: Erik Blackerby
Owner: Cassandra Slagg
Location: http://www.atomiclearning.com/highed/
New_Faculty_Guide_to_Technology_at_Gonzaga__2329
Runtime: 30 Minutes
Prerequisites: None

Virtual EMS (schedule.gonzaga.edu)
Description: In these training videos you will learn how to make a reservation request and how to browse different spaces on-campus with our enterprise wide reservation system.
Creator: Cassandra Slagg
Owner: Campus Services
Technology @ GU (Student)
**Description:** This training gives new students an overview of networking (wired and wireless), Zagmail, OneDrive, Zagweb, Blackboard, training resources and contact information.

**Creator/Owner:** Cassandra Slagg
**Location:** www.gonzaga.edu/softwaretraining
**Runtime:** 11:08
**Competency Element:** None
**Prerequisites:** None

Gonzaga Analytics – In Development
**Description:** This training gives new Faculty and Staff can get an overview of the purposes and use of Gonzaga Analytics as well of a demo of the system.

**Creator/Owner:** Cassandra Slagg
**Location:** www.gonzaga.edu/softwaretraining
**Runtime:** TBD
**Competency Element:** None
**Prerequisites:** None

ITS Introduction & Banner Self Service (Zagweb) (Staff)
Description: In this video training series new employees learn about the mission, Structure and responsibilities of the ITS department as well as our services and policies. The personal and Employee tab are discussed in the Zagweb video as well.

**Creator/Owner:** Cassandra Slagg
**Location:** www.gonzaga.edu/softwaretraining
**Runtime:** 14:31
**Competency Element:** None, verification only
**Prerequisites:** None

OneDrive
**Description:** OneDrive is the place to store and share your documents in the cloud. All content you store in OneDrive is private until you decide to share it with other people. View and edit Office documents in Office Online or open them for viewing or editing in their Office applications. Use OneDrive in your web browser or sync it to your computer to access content locally and when you’re offline. Access your OneDrive content on all your favorite devices, including Windows Phone, Surface RT, Windows 8, and iPhone or iPad.

**Creator/Owner:** Kara McGinn
**Location:** www.gonzaga.edu/softwaretraining
**Runtime:** 16:24
**Competency Element:** None
**Prerequisites:** None

Tech Support Portal
**Description:** In this training series you will learn about the Tech Support Portal, how to submit a service request, how to submit an incident and how to approve technical purchases.

**Creator/Owner:** Cassandra Slagg
**Location:** www.gonzaga.edu/softwaretraining
Video Trainings Available on Atomic Learning

**Microsoft Office**

**Excel 2010**

**Description:** Excel is a spreadsheet program which you can use to analyze data and make informed business decisions, track data, build models for analyzing data, write formulas to perform calculations on that data, pivot the data in numerous ways and present data in a variety of professional looking charts.

Atomic learning has multiple trainings series, which include: Introduction, Intermediate, Advanced, Charting, Statistical Analysis, Pivot Tables and creating accessible workbooks.

- **Creator/Owner:** Atomiclearning.com
- **Location:** [http://www.atomiclearning.com/highed/home?q=Excel+2010&selected_topics=All+topics&selected_categories=](http://www.atomiclearning.com/highed/home?q=Excel+2010&selected_topics=All+topics&selected_categories=)
- **Runtime:** Over 10 hours
- **Competency Element:** None
- **Prerequisites:** None

**Word 2010**

**Description:** Word is a word-processing program, design to help you create professional documents.

Atomic Learning has multiple trainings series, which include: Introduction, Intermediate, Advanced, Newsletter creation, citation and bibliography, mail merge, and creating accessible documents training.

- **Creator/Owner:** Atomiclearning.com
- **Location:** [http://www.atomiclearning.com/highed/home?q=word+2010&selected_topics=All+topics&selected_categories=](http://www.atomiclearning.com/highed/home?q=word+2010&selected_topics=All+topics&selected_categories=)
- **Runtime:** Approximately 9 hours
- **Competency Element:** None
- **Prerequisites:** None

**PowerPoint 2010**

**Description:** PowerPoint is a visual and graphical application, primarily used for crating presentations. With PowerPoint you can create, view and present slide shows that combined text, shapes, pictures, graphs, animation, charts, videos and much more. Atomic Learning has multiple trainings series, which include: Getting started, Introduction, Intermediate, Advanced, and creating accessible presentations training.

- **Creator/Owner:** Atomiclearning.com
- **Location:** [http://www.atomiclearning.com/highed/home?q=powerpoint+2010&selected_topics=All+topics&selected_categories=](http://www.atomiclearning.com/highed/home?q=powerpoint+2010&selected_topics=All+topics&selected_categories=)
- **Runtime:** Approximately 8.5 hours
- **Competency Element:** None
- **Prerequisites:** None
Outlook
Description: Learn how to use Microsoft® Outlook® 2010. In this online tutorial series, you'll learn how to create a rule or alert for email messages, schedule a meeting in your calendar, create or edit your email signature and more.

Creator/Owner: Atomiclearning.com
Location: http://www.atomiclearning.com/highed/outlook10
Runtime: 2 hours and 22 minutes
Competency Element: None
Prerequisites: None

Microsoft SharePoint 2013: Basic Training
Description: In this online training series, you'll learn to use SharePoint® Online, which is a part of Office 365 using Windows 7 and Internet Explorer. We will explore the SharePoint interface and learn about some of the new features in SharePoint 2013, including drag and drop and the newsfeed. We will work with libraries, lists, and contacts and learn to create and add a document or picture to a library, and create a new contact as well as create and manage tasks. Lastly, we will learn to create events and manage the calendar.

Creator/Owner: Atomiclearning.com
Location: http://www.atomiclearning.com/highed/sharepoint-2013-training
Runtime: 1 hour and 32 minutes
Competency Element: None
Prerequisites: None

Microsoft Lync
Description: The fourth training module of Office 365 shows you the basics of Lync which is a communication tool software. This training instructs you how to navigate, add contacts, create contact groups, modifying contacts, instant messaging, and use audio/video calls.

Creator/Owner: Atomiclearning.com
Location: http://www.atomiclearning.com/highed/off365_user
Runtime: 15 Minutes
Competency Element: None
Prerequisites: None

Blackboard:
Student Training
Description: This Blackboard® 9.1 and Blackboard 9.1 SP8 student series provides basic instructions for using the most popular features in Blackboard. Students will learn how to navigate the application, retrieve and submit assignments, take tests online, and use features such as a calendar and address book. Other optional features such as blogs and wikis, will be discussed.

Creator/Owner: Atomiclearning.com
Location: http://www.atomiclearning.com/highed/bb9_student
Runtime: 1 Hour and 21 Minutes
Competency Element: None
Prerequisites: None
Instructor Training

**Description:** Blackboard® 9.1 Service Pack 8 is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online, or use online materials and activities to complement face-to-face teaching. This online training series looks at many of the features and tools that are used by the instructor such as setting up a course, delivering content, and communicating with students.

- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/highed/bb9_instruct
- **Runtime:** 1 Hour and 40 Minutes
- **Competency Element:** None
- **Prerequisites:** None

Instructor – Grade Center Training

**Description:** Blackboard® 9.1 and 9.1 SP8 Grade Center is a grade book module incorporated into Blackboard. It is set up much like Excel® or any other spreadsheet program. Like a regular grade book, the Grade Center allows you to track student progress, provide feedback to students, download grades to your computer and create reports. This online training series will help you become familiar with Grade Center’s flexibility and the many features that will make grading easy for educators.

- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/highed/bb9_gradecenter
- **Runtime:** 1 hour and 5 minutes
- **Competency Element:** None
- **Prerequisites:** None

Instructor – Additional Features Training

**Description:** This online training series takes a closer look at some of the new and revised instructional enhancements and course delivery options introduced in Blackboard® 9. New options in navigating the course environment will be shown. Content creation and course management options are discussed, along with tutorials on the Discussion Forum, Content Collection and the creation and management of groups.

- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/highed/bb9adv
- **Runtime:** 1 Hour and 12 Minutes
- **Competency Element:** None
- **Prerequisites:** None

Effective Online Discussions

**Description:** Incorporating online discussions in an online, blended, or face-to-face class is a great way for students to connect, share information, and demonstrate understanding of subject matter. This online video workshop addresses the ins and outs of conducting online discussions. Learn how to set up online discussion guidelines, assess participation in online classes, and how to handle conflict. Instructors will view tutorials to learn how to use online discussion effectively in their class, and will also be provided additional tutorials that illustrate how to use specific tools for managing online discussion.

- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/highed/odis_wkshp
- **Runtime:** 2 Hours
- **Competency Element:** None
- **Prerequisites:** None
Adobe CS:
Photoshop
**Description:** Get superior results faster with industry-standard Adobe® Photoshop® CS software. The “CS” version allows you to create the highest quality images more efficiently than ever before.
- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/ highed/photoshopcs
- **Runtime:** 1 hour and 20 minutes
- **Competency Element:** None
- **Prerequisites:** None

Illustrator
**Description:** Adobe® Illustrator® CS software allows you to explore your creative vision in print, on the Web, and any in other medium. It is the upgrade from Illustrator 10.
- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/ highed/illustratorcs_pc
- **Runtime:** 1 hour and 9 Minutes
- **Competency Element:** None
- **Prerequisites:** None

InDesign
**Description:** Adobe® InDesign® is fast becoming the industry standard for page layout and design. Our series of 74 tutorials will give you the "must have" skills you need.
- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/ highed/indesigncs_pc
- **Runtime:** 1 hour and 18 minutes
- **Competency Element:** None
- **Prerequisites:** None

Other Trainings:
SPSS
**Description:** SPSS® is a statistical and data management package for analysts and researchers. You use this application to solve business and research problems, and it provides a broad range of capabilities for the entire analytical process. With SPSS, you can generate decision-making information quickly using powerful statistics, understand and effectively present your results with high-quality tabular and graphical output, and share your results with others using a variety of reporting methods. Get started now with this introductory level tutorial series.
- **Creator/Owner:** Atomiclearning.com
- **Location:** http://www.atomiclearning.com/ highed/spss
- **Runtime:** 1 hour and 5 minutes
- **Competency Element:** None
- **Prerequisites:** None

Skype
**Description:** The online training series teaches you how to use Skype™. Skype is a free software program that works with your Internet connection to turn your computer into an Internet phone, allowing you to make free Skype-to-Skype calls. Skype can even be downloaded on mobile phones, tablets, and much more so you can reach anyone in the world at any time - day or night.
Creator/Owner: Atomiclearning.com
Location: http://www.atomiclearning.com/highed/skype6-training
Runtime: 52 Minutes
Competency Element: None
Prerequisites: None