

Online Technology Bootcamp Timetable (Week 3)

The online technology bootcamp is designed to help you understand the technology and online study skills you will need to succeed at Federation University. Each 30 minute live session will cover essential topics, and help direct you to resources. Come to one or come to all.

Register via the [Online Study Hub Moodle course](#)

If you need assistance with your user name and password contact (03) 5327 9999

Session name	Content	Session length	Facilitator	Date & Time
Wednesday 12th August - Session running at 11.00am and 3.00pm				
Microsoft Excel	<ul style="list-style-type: none"> Why/when to use excel How to access it for free How to use the functions most commonly needed by students How/where to find assistance with excel 	30 Mins	Leigh Albon	Wednesday 12th Aug Session 1: 11.00 am Session 2: 3.00 pm
Thursday 13th August - Sessions starting from 11.00am - run every 30 minutes - with the last session at 4.30pm				
Microsoft Teams	<ul style="list-style-type: none"> Introduction to MS Teams and Navigating the application Document collaboration Joining a meeting/class Chat functionality 	30 Mins	Erin Penny	Thursday 13th Aug Session 1: 11.00 am Session 2: 3.00 pm
Microsoft Word	<ul style="list-style-type: none"> Navigating MS Word Inserting a cover page and a table of contents Headings and styles Inserting tables, pictures and shapes Page layout Helpful tips 	30 Mins	Erin Penny	Thursday 13th Aug Session 1: 11.30 am Session 2: 3.30 pm
Microsoft Powerpoint	<ul style="list-style-type: none"> Navigating MS PowerPoint Applying templates to your presentation Adding presenter notes Printing Inserting new slides, pictures, videos and audio Adding animations and transitions Helpful tips 	30 Mins	Erin Penny	Thursday 13th Aug Session 1: 12.00 pm Session 2: 4.00 pm
InPlace (Student Placement system)	<ul style="list-style-type: none"> Logging into InPlace Navigating the home page To do list My Details page Other functions Troubleshooting 	30 Mins	Brooke Adams	Thursday 13th Aug Session 1: 12.30 pm Session 2: 4.30 pm
Friday 14th August - Sessions starting from 11.00am - run every 30 minutes - with the last session at 4.30pm				
Kaltura (Video)	<ul style="list-style-type: none"> Download Kaltura Capture Upload video to My Media The process of submitting a video for assessment 	30 Mins	Brendan Dent	Friday 14th Aug Session 1: 11.00 am Session 2: 3.00 pm
Mahara (ePortfolios)	<ul style="list-style-type: none"> Identify the purpose of using ePortfolio Construct an ePortfolio page How to submit ePortfolio page(s) and collection(s) to Moodle Seeking support and student support resources 	30 Mins	Cameron Maher	Friday 14th Aug Session 1: 11.30 am Session 2: 3.30 pm
Tech Q&A	An opportunity for students to have an informal catch up with someone from the ITS department	30 Mins	Erin Penny	Friday 14th Aug Session 1: 12.00 pm Session 2: 4.00 pm
Library Research	Navigating the library homepage Start researching your topic with Quick search	30 Mins	Clare Duffy	Thursday 14th Aug Session 1: 12.30 pm Session 2: 4.30 pm

