A REAL TIME SAVER FOR WEB CT

Mini-Training Session

Do you grow tired of trying to load multiple files into Web CT one at a time? Did you know there is a way to load all of these files at one time?

If not, then I can show you how to use a time saving tool called WEB DAV that can be located on your computer here at work or from your home computer that will help you load multiple files into Web CT.

In addition to covering this topic, I will cover converting documents from Microsoft Word, Excel, and Power Point into PDF documents.

When: Friday, February 15, 2008

Where: ADN Computer Lab

Time: 8:30 AM – 9:30 AM

Session Instructor: Karen Clenney

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