

Trainings offered by the Technology Department



Collier County Public Schools offers FREE computer classes and workshops year-round to employees. Don't Delay, Register Today!

If you have any questions/training requests, please email [Sheryl Priester, Technology Trainer](mailto:Sheryl.Priester@ccps.edu), to further discuss your training needs.

TERMS (ALL)

- Finance - General Overview
- Purchasing Requisition - Inquiry & Entry
- TERMS Overview & Report Processing

FOCUS

- Addresses & Contacts
- Attendance
- Bell Schedules/Setup
- Discipline
- Emergency Information Forms/Media Release Forms
- Enrollment
- FASTER
- Grade Reporting (Interims and Report Cards)
- Introduction to Navigation, Data & Reports
- Reports (Creating, Generating, Understanding)
- Scheduling
- Reporting Services

CCPS Portal

- Registration
- CCPS Portal Overview and Reports
- Policies & Procedures (Maintenance Dept)
- iLearnU

PHOTORIP

- Uploading Student Photos
- Uploading Volunteer Photos

RECORDS

- Dead Cumes
- DocVault
- Record Requests
- Records Coordinator Training

MICROSOFT OFFICE

(Beginning, Intermediate, and Combo)

- Word
- Excel
- Powerpoint
- Outlook
- Publisher
- Basic Computer Skills
- Computer Skills for the Workplace

- File Management
- Mail Merge 101
- Mail Merging Award Certificates (FOCUS, Word/Publisher)

MICROSOFT OFFICE 365 (O365)

- OneDrive
- Teams
- OneNote
- Forms
- Planner

CREATING FORMS

- Creating Forms - Part 1 Form Templates
- Creating Forms - Part 2 Fillable Forms
- Creating Online Forms in O365

ADOBE ACROBAT

- Adobe Acrobat
- Adobe LiveCycle
- Creating Interactive Forms - Word, Excel, and Adobe

MONARCH

- Spool Explorer/EZ-Pickin's

TECHNOLOGY TRAINING

- Technology Training for
 - Charter School Employees
 - Health Staff (Nurses)
 - New Hires (all CCPS employees)
 - Pre-K Family Service Workers

OTHER

- CCPS Portal
- Canvas
- Data Entry Training
- EZ-Stub
- Fixed Assets Inventory & Bar Code Scan Training (dInventory/TERMS)
- iBriefings
- Key Management System
- Kronos (Timekeeping for Employees/Managers)
- LiquidFiles
- Panopto
- Password Management
- Remote Access
- Rightfax
- ViewSonic ViewBoard/IFP
- Virtual/In-person Open Labs/Trainings (varied subject/project specific)
- WebEx

... and Much More!!