

Portal Training Agenda South Region

Date: May 9

Time: 9:30 a.m. – 2:00 p.m.

Snacks and lunch provided

Location: Lethbridge College

3000 College Drive South

Building: Instructional Building

Room: IB Theatre 1101

Directions: Park in Lot 0 beside the Physical Education building. Cost: \$2 for 4 hrs. or \$4 for all day. The Instructional Building is east of Lot 0. Download the Parking Map from the link below to see the parking lot and the location of the Instructional Building.

Link to College maps: <http://www.lethbridgecollege.ca/campus-maps>

Contact:

Terri Peters, South Regional Support Staff

Email: south@calp.ca

Phone: (403) 880-9761

Please bring your own laptop or tablet to this training. Computer stations are not available at this location.

9:30 am	Coffee and Connecting
10:00 am	Welcome and Introductions
	CALP Portal Web Tour
11:00 am	Break
	Hands-on “How-to” Training
12:00 pm	Lunch
1:00 pm	Portal Practice and Questions
2:00 pm	Wrap up and farewells