

9:15	Session and Speaker	Session Description	Livestream Link	
	<p>Copilot Chat: Your Everyday AI Starting Point</p> <p><i>Amy Bandy-Taylor, Senior Copilot Solutions Engineer</i> <i>Darren Clay, Sr. Regional AI Business Solutions Lead</i> <i>Microsoft</i></p>	<p>Copilot Chat is the most accessible entry point into AI at UConn. This session introduces how Copilot Chat can support daily work—whether you’re drafting emails, summarizing documents, researching topics, or organizing your thoughts.</p> <p>This session will cover:</p> <ul style="list-style-type: none"> •What Copilot Chat is and who has access •How to use Copilot Chat for research, drafting, summarizing, and planning •Prompting basics that work across roles •Real examples staff can use immediately <p>You’ll learn:</p> <ul style="list-style-type: none"> •Prompts you can reuse the very next day •Perfect first step into Safe & Secure AI within the Microsoft ecosystem 	<p>Join Livestream</p>	<p>MCH 101</p>
	<p>Digital Branded Assets: Where to find them. How to use them.</p> <p><i>Christine Vasington</i> <i>Associate Director of Branding and Visual Identity, Lead Designer</i> <i>University Communications</i></p>	<p>University-branded digital assets—such as PowerPoint templates and brochure templates—are essential for maintaining a cohesive and professional institutional identity. Yet many faculty, staff, and student workers are unsure where to find these resources or how to use them effectively, often leading to inconsistent branding and duplicated effort. This session offers guidance on locating, accessing, and using university-approved digital assets. Attendees will learn how to navigate the UConn brand website and SharePoint site to find up-to-date templates and logos quickly. The session will also cover best practices for customizing templates while maintaining brand standards, selecting appropriate formats for various communication needs, and avoiding common issues such as outdated files or incorrect logo usage. Through brief demonstrations, participants will gain information they can immediately apply. Emphasis will be placed on improving efficiency, reducing redundancy, and strengthening visual consistency across campus communications. Designed for users of all experience levels, this session equips attendees with the tools and confidence to ensure their presentations and brochures consistently reflect the university's identity with clarity and professionalism.</p>	<p>Join Livestream</p>	<p>MCHU 106</p>
	<p>From Click to Hire: 12Twenty in Action</p> <p><i>Francesca Crivello, Assessment & Technology Coordinator, Jaron Tucker</i> <i>Associate Director Office Service & Scholarships</i></p>	<p>This session will guide university faculty and staff through the full lifecycle of on-campus job posting and student application using UConn’s student employment job platform, 12twenty. Through a live demonstration, attendees will experience the platform from both perspectives, first as a hiring manager and then as a student job seeker. The presentation will walk participants through the process of creating an account, posting an on-campus position, managing postings, and closing a job once hiring is complete. The session will then shift to the student view, demonstrating how students search for positions, review job details, and submit applications through the system. By the end of the session, attendees will have a clear understanding of how 12twenty supports student employment and will gain practical skills to confidently post and manage job opportunities. Participants will leave better equipped to navigate the platform, streamline their hiring processes, and successfully connect UConn students with on-campus employment opportunities.</p>	<p>Join Livestream</p>	<p>MCHU 201</p>
	<p>OneDrive & SharePoint: Smarter File Management and Collaboration</p> <p><i>Valentina Vacarez, Sr. Solutions Engineer</i> <i>Microsoft</i></p>	<p>This session moves beyond “file storage” into smarter collaboration. Learn how OneDrive and SharePoint work together, how to manage access responsibly, and how to use built-in features to track changes, organize content, and support team workflows.</p> <p>What the Session Covers</p> <ul style="list-style-type: none"> •When to use OneDrive vs. SharePoint •Sharing, permissions, and avoiding oversharing •Version history, alerts, lists, and automation concepts •Site ownership and content management basics <p>Why Join</p> <ul style="list-style-type: none"> •Avoid common sharing and permissions mistakes •Learn how to manage content, not just store it 	<p>Join Livestream</p>	<p>MCHU 202</p>

10:15

	<p>Accessibility Tools Overview: Site: improve & Blackboard Ally</p> <p><i>Karen Skudlarek, IT Accessibility Coordinator and Tyler Alexander, Accessibility Specialist Information Technology Services</i></p>	<p>Make your digital content more inclusive and compliant. This session introduces Siteimprove and Blackboard Ally as key tools for identifying and reducing digital accessibility barriers on UConn websites and files. You'll learn how website administrators can use these tools to monitor accessibility, prioritize fixes, and make meaningful, ongoing improvements. We'll focus on practical workflows, along with common issues these platforms flag, and how consistent use supports long term alignment with Web Content Accessibility Guidelines. Whether you manage a site or support digital content, this session will give you practical ways to build a more accessible and user-friendly web experience for everyone.</p>	<p>Join Livestream</p>	<p>MCHU 106</p>
	<p>Microsoft 365 Copilot: AI Inside the Tools You Already Use</p> <p><i>Amy Bandy-Taylor, Senior Copilot Solutions Engineer Darren Clay, Sr. Regional AI Business Solutions Lead Valentina Vacarez, Sr. Solutions Engineer Microsoft</i></p>	<p>This session shows how Microsoft 365 Copilot brings AI directly into the apps staff already rely on every day. You'll see how Copilot can help draft content, analyze information, summarize meetings, and accelerate common tasks.</p> <p>What the Session Covers</p> <ul style="list-style-type: none"> •How Copilot connects to your work data inside Word, Excel, PowerPoint, Outlook, and Teams •Practical scenarios for staff, admins, and managers <p>Why Join</p> <ul style="list-style-type: none"> •Save time on work you already do every day •See real examples to increase work efficiencies <p>Recommendations: M365 Copilot license; this session will showcase premium experiences that come with the M365 Copilot license. Attendees who don't have the license are welcome to join to learn more about premium capabilities.</p>	<p>Join Livestream</p>	<p>MCH 205</p>
	<p>Microsoft Planner: From Task Basics to Smarter Planning</p> <p><i>Amy Bandy-Taylor, Senior Copilot Solutions Engineer Microsoft</i></p>	<p>Planner helps teams move from scattered to structured. This session starts with the basics and then introduces advanced and AI-powered features as a show-and-tell, helping attendees understand what's possible and when premium capabilities may be worth exploring.</p> <p>What the Session Covers</p> <ul style="list-style-type: none"> •Planner fundamentals: plans, buckets, tasks, and assignments •Collaboration and tracking work across teams •Overview of premium features (including AI-powered capabilities) <p>Why Join</p> <ul style="list-style-type: none"> •Get organized without complex tools •Learn how teams track work with notifications and transparency 	<p>Join Livestream</p>	<p>MCHU 202</p>
	<p>Nitro PDF Pro</p> <p><i>Laura Brunell, Customer Success Manger and Maxum Bruschera, Sr. Customer Account Executive</i></p>	<p>Join our Nitro PDF session designed to help you get the most out of your document workflows. During this session, we will cover:</p> <ul style="list-style-type: none"> •The key features and benefits of Nitro •How to navigate the interface with confidence •Practical tips and best practices to improve productivity 	<p>Join Livestream</p>	<p>MCHU 201</p>

11:15

	<p>Kuali Build Essentials: From Basics to 'I Got This'</p> <p><i>Jessica Henderson: ITS, IT Team Lead 2 Assistant; Lou Begue: ITS, Application Administrator II</i></p>	<p>This presentation is designed for both new and developing Kuali Build users looking to expand their skills. We'll cover the fundamentals of navigating the platform, building forms, and creating workflows, while also highlighting newer features and practical tips to improve efficiency and functionality. Whether you're just getting started or building on existing knowledge, you'll gain a clearer understanding of how to create effective, streamlined solutions in Kuali Build—no advanced experience required.</p>	<p>Join Livestream</p>	<p>MCHU 201</p>
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	<p>Leveraging AI Agents: The Fundamentals</p> <p><i>Brett Paulson, Director of Enterprise Applications Information Technology Services</i></p>	<p>AI is moving beyond chatbots to systems that can plan, reason, and act. This session offers a non technical introduction to AI agents (agentic AI) and what they mean for administrative work in higher education. You'll learn how AI agents differ from traditional automation, where they can realistically add value, and why governance, controls, and human oversight remain essential.</p>	<p>Join Livestream</p>	<p>MCH 205</p>
	<p>Microsoft Teams: Collaborating Without the Chaos</p> <p><i>Darren Clay, Sr. Regional AI Business Solutions Lead Microsoft</i></p>	<p>Teams is more than chat—it's the hub for collaboration. This session helps staff understand how to use Teams intentionally, reduce noise, and choose the right collaboration method for the task at hand.</p> <p>What the Session Covers</p> <ul style="list-style-type: none"> •Teams vs. channels vs. group chats •Best practices for collaboration and communication •File collaboration through Teams and SharePoint <p>Why Join</p> <ul style="list-style-type: none"> •Reduce confusion and duplicated work •Learn how to structure collaboration effectively 	<p>Join Livestream</p>	<p>MCHU 202</p>
	<p>The Power of Reusable Patterns in Aurora</p> <p><i>Brian Dunnigan, Team Lead, Web Development Information Technology Services</i></p>	<p>Build faster, design smarter, and create more consistently in Aurora with the power of Patterns. In this session, you'll learn how to create your own custom patterns, share them across multiple sites, and take advantage of a central library of prebuilt options. Patterns will make your website building experience less stressful and your site design more polished.</p>	<p>Join Livestream</p>	<p>MCHU 106</p>
12:00 PM	Break			
1:15				
	<p>Automating Email Communications with Power Automate</p> <p><i>Daniel Warren, Director of Accounts Payable Accounts Payable</i></p>	<p>See how automation can transform the way your team functions. In this demonstration, we'll showcase how Power Automate and SharePoint are used to automate email notifications and replace inefficient manual processes. Using conditional logic, workflows determine and send the correct email automatically. The result? Faster communication, greater consistency, and significantly less manual effort.</p>	<p>Join Livestream</p>	<p>MCHU 202</p>
	<p>Building Intelligent Agents with Copilot Studio</p> <p><i>Amy Bandy-Taylor, Senior Copilot Solutions Engineer Valentina Vacarez, Sr. Solutions Engineer Microsoft</i></p>	<p>Go beyond asking AI questions—learn how to build AI agents that work for you. This session introduces Copilot Studio and shows how teams can create custom agents to answer questions, guide processes, and support staff at scale, without deep coding experience.</p> <p>What the Session Covers</p> <ul style="list-style-type: none"> •Defining Scenarios for Agentic AI •Examples of custom agents for FAQs, processes, and workflows <p>Why Join</p> <ul style="list-style-type: none"> •Learn how AI can support teams—not just individuals •Ideal for departments with repeat questions or processes 	<p>Join Livestream</p>	<p>MCH 205</p>
	<p>Nitro PDF</p> <p><i>Laura Brunell, Customer Success Manger and Maxum Bruschera, Sr. Customer Account Executive</i></p>	<p>Join our Nitro PDF session designed to help you get the most out of your document workflows. During this session, we will cover:</p> <ul style="list-style-type: none"> •The key features and benefits of Nitro •How to navigate the interface with confidence •Practical tips and best practices to improve productivity 	<p>Join Livestream</p>	<p>MCHU 106</p>

2:15

	<p>Nitro Sign</p> <p><i>Laura Brunell, Customer Success Manger and Maxum Bruschera, Sr. Customer Account Executive</i></p>	<p>Join our Nitro E-Signature session which is designed to help users have a fast start in the e-signing platform and offer some tips and tricks for maximum productivity.</p> <p>During the session, we will cover:</p> <ul style="list-style-type: none"> •A complete overview of the Nitro Sign workflow, from sending documents to tracking and managing signatures •Key features including bulk send and building templates 	<p>Join Livestream</p>	<p>MCHU 106</p>
	<p>Microsoft 365 Copilot: AI Inside the Tools You Already Use</p> <p><i>Amy Bandy-Taylor, Senior Copilot Solutions Engineer Darren Clay, Sr. Regional AI Business Solutions Lead Valentina Vacarez, Sr. Solutions Engineer Microsoft</i></p>	<p>This session shows how Microsoft 365 Copilot brings AI directly into the apps staff already rely on every day. You'll see how Copilot can help draft content, analyze information, summarize meetings, and accelerate common tasks.</p> <p>What the Session Covers</p> <ul style="list-style-type: none"> •How Copilot connects to your work data inside Word, Excel, PowerPoint, Outlook, and Teams •Practical scenarios for staff, admins, and managers <p>Why Join</p> <ul style="list-style-type: none"> •Save time on work you already do every day •See real examples to increase work efficiencies <p>Recommendations: M365 Copilot license; this session will showcase premium experiences that come with the M365 Copilot license. Attendees who don't have the license are welcome to join to learn more about premium capabilities.</p>	<p>Join Livestream</p>	<p>MCH 205</p>
	<p>Power Automate & Power Apps: Automating and Building Without Code</p> <p><i>Valentina Vacarez, Sr. Solutions Engineer Microsoft</i></p>	<p>This session introduces low-code tools that allow staff to automate repetitive tasks and build simple apps. You'll learn what's realistic to build, how governance and sharing fits in.</p> <p>What the Session Covers</p> <ul style="list-style-type: none"> •What Power Automate and Power Apps are •Realistic use cases for staff and departments •Governance considerations and best practices <p>Why Join</p> <ul style="list-style-type: none"> •See how automation can save time and automate processes 	<p>Join Livestream</p>	<p>MCHU 202</p>
	<p>Work Smarter not Harder: How to Build a CLSSier Schedule</p> <p><i>Olson Briceno, Marc Hatfield, Lori Kalinowski, and Kerry Peterson Office of the Registrar</i></p>	<p>Get more out of CoureLeaf Section Scheduler (CLSS), UConn's system for managing departmental course schedules. This session provides an overview of CLSS, insider tips and often overlooked features, and a review of more complex topics. After this session, attendees will be able to maximize CLSS and unlock more sophisticated scheduling tools.</p>	<p>Join Livestream</p>	<p>MCHU 201</p>

3:15

	<p>Kuali Build Essentials: From Basics to 'I Got This'</p> <p><i>Jessica Henderson: ITS, IT Team Lead 2 Assistant; Lou Begue: ITS, Application Administrator II</i></p>	<p>This presentation is designed for both new and developing Kuali Build users looking to expand their skills. We'll cover the fundamentals of navigating the platform, building forms, and creating workflows, while also highlighting newer features and practical tips to improve efficiency and functionality. Whether you're just getting started or building on existing knowledge, you'll gain a clearer understanding of how to create effective, streamlined solutions in Kuali Build—no advanced experience required.</p>	<p>Join Livestream</p>	<p>MCHU 201</p>
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