Google Calendar Essential Training
Duration 1 hr. 21 min.
Manage your professional and personal calendars like an expert. You’ll learn how to change the way the calendar looks and acts to suit your needs, to invite guests and respond to invitations, create reminders, and more.

Google Forms Essential Training
Duration 30 min. 26 sec.
This step-by-step walkthrough teaches you how to create forms and collect data, to work with survey responses and customize response settings, and to view and analyze your data.

Learning Box
Duration 3 hrs. 13 min.
Box offers a secure cloud-based storage and collaboration service to all UCSB employees. Learn to open, edit, and share Box files in Word, PowerPoint, and Excel, as well as how to add Box notes, assign tasks, and use Box on mobile devices.
https://www.lynda.com/Box-tutorials/Up-Running-Box/166504-2.html?org=ucsb.edu

Managing Projects with Box
Duration 1 hr. 15 min.
Looking for a cloud-based solution to managing small-scale projects? Box’s content management features allow you to collaborate and communicate with others, add notes, and manage project documents and tasks.
https://www.lynda.com/Box-tutorials/Managing-Projects-Box/419165-2.html?org=ucsb.edu

To access the Lynda.com library, log in with your UCSB NetID and password at: https://www.learningcenter.ucsb.edu/content/lynda.com