

Duke Office of Information Technology

OnDemand Training

OnDemand Training allows Duke staff, faculty and student groups to provide their group with just-in-time technology training. Our Technology Training Coordinator will work with you to schedule a training session that meets your group or course needs. Topics include those taught in our [free pre-scheduled seminars](#) and more. These sessions can be customized to fit your assignment and learning outcomes. While this is a free service, please note that it is offered on trainer and lab availability.

OnDemand Training Guidelines

- ? We request that you contact us at least a month prior to needing training if at all possible. This will enable us to consult our trainers' schedule and reserve a lab.
- ? In order to meet the demand of our OnDemand Training requests, we may need to recommend alternate weeks or times should we exceed the amount of requests we can accommodate (typically 3 per week) or our trainer or lab are unavailable.
- ? Due to the number of requests we receive, our requests are typically offered to groups of 5 or more. (Consider visiting our [Multimedia Project Studio](#) for 1-1 assistance in many topic areas.)
- ? We request that faculty members who make requests are present the day of the training session. This will allow our trainers to focus on the content or need someone to turn to should classroom management become an issue or questions regarding the scope of project work arise.

To request an OnDemand Training for your group, complete our [OnDemand Training Request Form](#).

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