**smartsheet**
# ENGAGE
## 2019

## Which ENGAGE pre-conference training class is right for you? Choose the best description of your skills below to find out.

### Reporting:
**a.** I have yet to create a report.
**b.** I have created a report but am still getting comfortable using the report builder and/or usually my reports contain a single criteria.
**c.** I feel pretty comfortable building reports and need to explore how to best make use of them separately and on dashboards

### Formulas:
**a.** I have yet to use a formula to automate work.
**b.** I have created a formula to total values in Smartsheet by using the Sum button and am ready for more complex formulas.
**c.** I have used a variety of formulas and am now ready to explore more complex logic formulas.

### Cell Linking:
**a.** I have yet to explore cell linking.
**b.** I have cell linked a few times and am still getting comfortable with the process and/or value of cell linking.
**c.** I understand the value of cell linking and use it within my workflow.

### Forms:
**a.** I have yet to be introduced to a Smartsheet form.
**b.** I have filled out a form and/or created a basic form myself. I am ready to learn more about customizing my forms to fit a particular need.
**c.** I am confident in my ability to create and customize forms and am ready to use form information to drive my project.

### Alerts & Actions:
**a.** I have yet to build an alert or action including alerts, reminders, or update requests.
**b.** I have built an alert, reminder or update request, but need a refresher on how to customize for a particular use case.
**c.** Building alerts and actions is something I do frequently and do with success. I am now ready to think about how these fit within my overall workflow and the purpose/value/role these play within work I am managing.

### Views:
**a.** I have yet to engage views other than the default grid view.
**b.** I have looked at card, Gantt, and calendar views and understand when to use them, but don't use them to elevate my work.
**c.** I use different views to maximize my workflow.

### Dashboards:
**a.** I have yet to create a dashboard. At this time, I recognize that I still have a lot to learn before I have enough work to display in a dashboard.
**b.** I have different projects/sheets I am working on and am ready to culminate various metrics, reports, etc. on a dashboard.
**c.** I have explored dashboards and am ready to elevate my thinking around the story a dashboard conveys to my stakeholders.

### Smartsheet Use:
**a.** I use Smartsheet once a month.
**b.** I use Smartsheet weekly.
**c.** I use Smartsheet daily.

## If your answers are...

**Mostly A's:** Beginning with Smartsheet.
This training course will explore the basics of starting and creating work within a single sheet. Learners will be introduced to cell linking, reporting, and Alerts & Actions. Learners will explore the different Smartsheet views and how these views can maximize engagement and organization. Expanding on the idea of engagement, learners will understand the many ways to collaborate inside of Smartsheet by sharing, sending, publishing, and/or asking external collaborators to update their work.

**Mostly B's:** Intermediate Level Smartsheet.
This class will build on the foundation laid in Beginning with Smartsheet by engaging learners in the management of a larger project. Learners will intake new ideas by customizing forms, create various reports to share with stakeholders, explore the creation of logic formulas, and engage Gantt view to observe summary tasks. All of this information will be displayed through the buildout of a project dashboard using customizable Smartsheet widgets, including building charts to visualize your data.

**Mostly C's:** Advanced Work Management with Smartsheet.
This class is built for learners who are executing, controlling, and closing projects. Learners will utilize complex formulas, multiple criteria reporting, and build a project dashboard utilizing various Smartsheet widgets, including charts. Through the use of resource management, learners will explore how to enable the resource management tool, assign resources to tasks, and track resource scheduling conflicts. Using dependencies, learners will create task relationships and adjust task lag and lead time.

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