

## Blackboard and Other Technology Training Sessions 2012 Fall Semester

<u>Date</u>	<u>Topic</u>	<u>Presenter</u>
Friday, August 24 11:00 - 1:00	<p><b>Theme: <i>Let's Get Started</i></b></p> <ul style="list-style-type: none"> <li>Organization (folders, etc.)</li> <li>Announcements</li> <li>Uploading content</li> <li>Customization (style and themes)</li> <li>Tools: Available or unavailable</li> <li>Classes: Available or unavailable (students)</li> <li>Classes: Display (instructors)</li> </ul>	<ul style="list-style-type: none"> <li>Smith, Aurelia</li> <li>Plotts, Debra</li>   <li>Gunter, Ellen</li> </ul>
Friday, August 31 11:00 - 1:00	<p><b>Theme: <i>Let the software work for you</i></b></p> <ul style="list-style-type: none"> <li>AS400 - Online attendance</li> <li>Adding users to class</li> <li>Blocking users from class</li> <li>Using Blackboard statistics               <ul style="list-style-type: none"> <li>User Activity inside Content Areas</li> <li>Course Activity Overview</li> </ul> </li> <li>Grade Center               <ul style="list-style-type: none"> <li>Views                   <ul style="list-style-type: none"> <li>Creating categories and columns</li> <li>Weighted column</li> <li>Hiding columns (instructor and student)</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Smith, Aurelia</li> <li>Larkin, Sheila</li> <li>Gunter, Ellen</li> </ul>
Friday, Sept. 7 11:00 - 1:00	<p><b>Theme: <i>Lock them down using "Respondus"</i></b></p> <ul style="list-style-type: none"> <li>Overview of Respondus</li> <li>Demo: Student installation process</li> <li>Demo: Student taking exam that uses lockdown browser</li> <li>Deploying exam using lockdown browser</li> </ul>	<ul style="list-style-type: none"> <li>Smith, Aurelia</li>   <li>PIT Crew (Gibson, King)</li> </ul>
Friday, Sept. 14 11:00 - 1:00	<p><b>Theme: <i>Assessment, Evidence, and Rubrics</i></b></p> <ul style="list-style-type: none"> <li>Creating assessment</li> <li>Adding rubric to existing assessment</li> <li>Creating rubric to existing assessment/assignment</li> <li>Grading assessment using rubric</li> </ul>	<ul style="list-style-type: none"> <li>Spence, Greg</li> <li>Plotts, Debra</li> </ul>
Friday, Sept. 21 11:00 - 1:00	<p><b>Theme: <i>Don't fall in the pool (test banks and images)!</i></b></p> <ul style="list-style-type: none"> <li>Create test and pool question from scratch</li> <li>Modifying questions (contents &amp; points) within existing pools</li> <li>Create exam from existing pools/test banks</li> <li>Disabling pop-up blocker associated with banks/pools</li> <li>Importing images into existing questions</li> <li>Deploying exams</li> <li>Edit test options (modifying exam settings)</li> <li>Exam/test generator</li> <li>Export generated test</li> <li>Import test into Blackboard</li> </ul>	<ul style="list-style-type: none"> <li>Plotts, Debra</li> <li>Smith, Aurelia</li> <li>Seay, Donna</li> </ul>
Friday, Sept. 28 11:00 - 1:00	<p><b>Theme: <i>Smile, you are on camera! (Camtasia)</i></b></p> <ul style="list-style-type: none"> <li>Demo: Showing Camtasia in action</li> <li>Downloading Camtasia recorder</li> <li>Installing Camtasia (off campus versus on campus)</li> <li>Configuration of Camtasia (defaults and recommendations)</li> <li>Participant action: Step up to the podium</li> <li>Posting Camtasia links into Blackboard classes</li> </ul>	<ul style="list-style-type: none"> <li>Smith, Aurelia</li>   <li>Scales, Andy</li> </ul>
Friday, Oct. 12 11:00 - 1:00	<p><b>Theme: <i>Grade Center got you stressed out?</i></b></p> <ul style="list-style-type: none"> <li>Reordering columns</li> <li>Column statistics</li> <li>Managing columns</li> <li>Creating weighted and calculated columns</li> <li>Exporting grades</li> </ul>	<ul style="list-style-type: none"> <li>Smith, Aurelia</li> <li>Larkin, Sheila</li> </ul>
Friday, Oct. 26 11:00 - 1:00	<p><b>Theme: <i>Rubrics Unleashed</i></b></p> <ul style="list-style-type: none"> <li>Fine tuning rubrics</li> <li>Exporting rubrics</li> <li>Importing rubrics</li> <li>Viewing and printing rubrics</li> <li>Viewing assessments attached to rubrics</li> </ul>	<ul style="list-style-type: none"> <li>Spence, Greg</li> <li>Scales, Andy</li> </ul>
Friday, Nov. 9 11:00 - 1:00	<p><b>Theme: <i>What are the Rules?</i></b></p> <ul style="list-style-type: none"> <li>Early Warning System               <ul style="list-style-type: none"> <li>Creating rules</li> <li>Managing rules</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Smith, Aurelia</li> <li>Plotts, Debra</li> </ul>
Monday, Nov. 19 9:00 - 10:00	<p><b>Theme: <i>AS400 and Pirate Web</i></b></p> <ul style="list-style-type: none"> <li>Degree Plans</li> <li>Using F1 for Information Searches</li> <li>Using notes</li> <li>Rosters</li> <li>Recording Grades</li> <li>PirateWeb - Registration, Rosters, and More</li> </ul>	<ul style="list-style-type: none"> <li>Noles, Jody</li> <li>Plotts, Debra</li> </ul>