



Dear faculty,

If you are new to MCC, or have been teaching for a while but are not yet certified to use Blackboard at MCC, we hope we can encourage you to join your colleagues and “Jump Start” to Blackboard! You can read more about the [Blackboard Certification](#) process and register for a session date, or you can take advantage of (and register for) our fully online Level 1 certification course and start to use Blackboard to supplement your face-to-face courses.

**Top Reasons To Start Using Blackboard:**

- Easy Access for students to all of your course information and course content 24/7
- Keep students posted as to their grades during the entire semester in a confidential manner
- Incorporate web-based content using Web Links
- Embed or attach your PowerPoint presentations in one central location
- Centralized Communication to your class roster through Announcements. Post an announcement and deliver an email with one click of a button.
- New!! Class Photo Roster in Your Blackboard Course - The class photo directory that used to be available in Banner is now available in your individual Blackboard course! Get to know your students using the class photo roster tool.

Please [register](#) for either a session date or the online course (you don’t need to do both). Class sizes are small (8 per session) and registration is required. Please RSVP no later than three days prior to the session you would like to attend. The online Level 1 certification course will walk you through everything you need to know about posting course content to Blackboard. If you prefer a classroom setting, we will cover the following during one of the sessions:

- **Navigate Blackboard**, log in, and learn how to access your practice course
- Quick start with a **newly designed Web-Enhanced Template** in a practice course where you can easily add content
- **Bring your Course Information Sheet file** (or have it available on the M-Drive) and learn how to load your CIS
- Learn how to **Export and Import** your course to your live course shell
- Have **access to resources** and support from the Virtual Campus
- You will **be certified** to web-enhance your course after this session

All Spring 2108 Sessions: Virtual Campus Training Center – Brighton Campus (3-122A)

| 1-3 pm                                                            | 3 – 5 pm          | 6 – 8 pm                                                                                   |
|-------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------|
| Tuesday, February 27<br>Wednesday, March 28<br>Thursday, April 12 | Tuesday, April 24 | <b>By appointment</b> (email Virtual Campus with dates/times that work with your schedule) |

For questions or concerns, please contact the Virtual Campus at [VirtualCampus@monroecc.edu](mailto:VirtualCampus@monroecc.edu) or 292-3440. Thanks for considering this opportunity.

The Virtual Campus Team: Martha Kendall, Marie Gibson, Tom Capuano, and Andrea Gilbert