



**Topic-specific workshops in a face-to-face session. Attend a scheduled session, or gather a group of 3 or more and contact [Marie Gibson](#) to arrange a date for the session that is good for your group**

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### Sessions appropriate for:

- Faculty who have successfully completed the ANGEL to Blackboard Migration
- Faculty currently certified at MCC to use Blackboard Learn to web-enhance face-to-face classes or teach hybrid or fully online classes at MCC



**Lecture Capture 101: Getting Started \*\*NEW SESSION**

This workshop will cover:

- Basic pedagogy of using lecture capture videos, both in online and “flipped” courses
- Pros and cons, and best practices
- A tour of the new Lecture Capture Self-Record Facility, with a brief demo of its capabilities
- Creating a narrated PowerPoint: training and hands-on practice

**BRIGHTON CAMPUS – 3-153A –The Lecture Capture Self-Record Facility – [Register by Email](#)**

(registration limited to 6 participants per session)

Day	Date	Time
Monday	October 19, 2015	10:30 am to 12 noon
Thursday	October 22, 2015	12:30 pm to 2:00 pm

**Lecture Capture 102: Screen Capture Videos \*\*NEW SESSION**

This workshop will cover:

- What is screen capture, and when should you use it?
- Hands-on screen capture training using Camtasia
- Editing your screen capture: taking out the mistakes, and making it more visually engaging for the students
- Producing your finished product

**BRIGHTON CAMPUS – 3-153A –The Lecture Capture Self-Record Facility – [Register by Email](#)**

(registration limited to 6 participants per session)

Day	Date	Time
Monday	November 2, 2015	10:30 am to 12 noon
Thursday	November 5, 2015	12:30 pm to 2:00 pm

**Using Video in Blackboard \*\*NEW SESSION**

This workshop will cover:

- Overview of Best Practices for using video in an online course
- Where to find quality videos online
- Embedding a video into Blackboard

This is a great workshop in follow-up to Lecture Capture 101 and 102!

**BRIGHTON CAMPUS – 3-122A –Virtual Campus Training Room – [Register by Email](#)**

Day	Date	Time
Tuesday	October 27, 2015	10:30 am to 12 noon
Wednesday	November 18, 2015	2:00 – 3:30 pm



## Blackboard Course Menu

**Rethink your existing course structure with this workshop! This workshop will cover:**

- Course content organization through the use of content areas and the creation of folders or learning modules within those content areas.
- Three common course organization strategies for implementing your course content in a meaningful way.
- Creation of course menu links you can make available to your students for quick access to the course content they need to succeed.
- Copy and move existing course content into a well-designed structure making it easier for your students to navigate your course.

[Register by Email](#)

Day	Date	Time
Monday	September 28, 2015	10:30 am to 12 noon
Tuesday	October 6, 2015	3:00 pm to 4:30 pm
Wednesday	October 14, 2015	10:30 am to 12 noon
Thursday	November 5, 2015	3:00 pm to 4:30 pm
Monday	December 7, 2015	10:30 am to 12 noon

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## Blackboard Grade Center

**Put the full grade center to work for you! This workshop will cover:**

- Grading schema for accurate presentation of letter grades
- Use of Grade Center Categories to accurately generate weighted course grades and SmartViews
- Types of columns and the creation of calculated columns to help summarize grades for students
- Review of the Column Organization tool to order the grade center columns, verify category assignment and Total points given to each column and confirm Due Dates assigned.
- Creating direct links to My Grades for Students and use of Student Preview or Test Student to check the Grade Center for accuracy
- Printing Grade Center information

[Register by Email](#)

Day	Date	Time
Tuesday	September 29, 2015	10:30 am to 12 noon
Wednesday	October 7, 2015	3:00 pm to 4:30 pm
Thursday	October 22, 2015	3:00 pm to 4:30 pm
Monday	November 9, 2015	10:30 to 12 noon
Friday	December 11, 2015	3:00 pm to 4:30 pm



## Blackboard Assignments

Assignments are one of Blackboard’s gradable assessment items. When deployed within your course content, each Assignment becomes the access point to deliver your instructions and collect and grade the submissions. Blackboard now makes it possible for Instructors to grade students' papers directly in the web browser without downloading them and opening them in an external program like Microsoft Word or Adobe Reader. Assignments can be created for the entire class or be created for specific groups of students established within Blackboard. Assignments created as Word, PowerPoint, Excel, and PDF files can be annotated directly in Bb. Students will be able to view or print as pdf your feedback annotations. This feature is known as inline grading. This session will cover:

- Creating an Assignment within your course
- Establishing Assignment options
- Viewing the Assignment as a student and creating a submission
- Review of student Assignment submission online
- Annotating an assignment and providing feedback, instructor notes and a grade to the student
- My Grades for student review of your feedback and grade

[Register by Email](#)

Day	Date	Time
Wednesday	September 30, 2015	10:30 am to 12 noon
Thursday	October 8, 2015	3:00 pm to 4:30 pm
Monday	October 26, 2015	10:30 am to 12 noon
Tuesday	November 10, 2015	3:00 pm to 4:30 pm
Wednesday	December 2, 2015	10:30 am to 12 noon

## Blackboard Groups - \*\*NEW SESSION

Having your students assigned to groups can be a great way to get them interacting and sharing feedback with each other. Groups can have their own discussion forums, group assignments and other collaboration tools on the system. When students work together on teams in class, their experience will be more similar to how they’ll be working “in the real world” someday. It is good practice for them to learn to deal with the team dynamics with other students. Blackboard Groups tool can help you create and work with groups within your class. This session will cover the creation of groups within your class and the creation of a group discussion or a group assignment.

[Register by Email](#)

Day	Date	Time
Wednesday	September 30, 2015	3:00 pm to 4:30 pm
Tuesday	October 20, 2015	10:30 am to 12 noon
Monday	November 16, 2015	3:00 pm to 4:30 pm
Thursday	December 17, 2015	10:30 am to 12 noon



## Blackboard Tests

Tests are another type of gradable assessment item in Blackboard. Tests are used to measure student knowledge and gauge progress in an online format. You can create Tests and then deploy them in a content area. Blackboard calls anything with graded questions a Test. This means that all quizzes, midterms, exams, etc. are all Tests in Blackboard. Tests all "live" in one place in Blackboard, making it easy to keep track of all Tests available for the Instructor to use in the course. In this session we will review:

- Best Practices for online testing and question design
- Building a Test & Adding Questions
- Basic Question Types
- Giving students access to a test and test options
- Grading and Feedback
- Working with Existing Tests

### [Register by Email](#)

Day	Date	Time
Thursday	October 1, 2015	3:00 pm to 4:30 pm
Friday	October 9, 2015	10:30 am to 12 noon
Tuesday	October 27, 2015	3:00 pm to 4:30 pm
Wednesday	November 18, 2015	10:30 am to 12 noon
Tuesday	December 1, 2015	3:00 pm to 4:30 pm

## Blackboard Discussions

A Discussion is a great venue for students to express their ideas, for Instructors to gather feedback, or for students to collaborate with other students on projects. These are just a few ideas. All Discussion forums "live" in one place in Blackboard - the Discussion Board. This also makes it easy to find all the Discussions that exist in the course. It is up to the Instructor as to whether or not a Discussion will be graded and included in Grade Center. In this session we will review the benefits and uses for Discussion Forums

- Creating a Forum & Adjusting Settings
- Giving Students Access
- The Student View of a Discussion
- Grading and Feedback

### [Register by Email](#)

Day	Date	Time
Monday	October 5, 2015	3:00 pm to 4:30 pm
Tuesday	October 13, 2015	10:30 am to 12 noon
Wednesday	October 28, 2015	3:00 pm to 4:30 pm
Thursday	November 19, 2015	10:30 am to 12 noon
Wednesday	December 9, 2015	3:00 pm to 4:30 pm



## Attendance Options in the Blackboard Grade Center

With a good understanding of how the Grade Center works, you may wish you could keep track of attendance right in the Blackboard Grade Center along with your other gradable items. This workshop will review two attendance templates (created by Andrea Gilbert and Nancy Haggerty) that can easily be imported into your current Blackboard Grade Center. We will review these two templates and discuss options for implementing them and making attendance a part of your final course grade.

[Register by Email](#)

Day	Date	Time
Tuesday	September 29, 2015	2:30 pm – 4 pm
Wednesday	December 16, 2015	2:30 pm – 4 pm

## Blackboard Rubrics \*\*NEW SESSION

Are you looking for an easy way to grade assignments and discussions and give students consistent and quality feedback? Try the rubric tool in Blackboard! This session will cover the basics of creating an interactive rubric tool in Blackboard. Rubrics can help students know how to meet the requirements of a particular assignment. We will discuss how to associate a gradable item with a rubric, how to grade with a rubric, and provide examples of rubric templates. We will also discuss how to run a Rubric Evaluation Report. If you have an example of a rubric you already use in your class, feel free to bring it electronically to class.

[Register by Email](#)

Day	Date	Time
Friday	October 2, 2015	12 noon to 1:30 pm
Friday	November 6, 2015	12 noon to 1:30 pm
Friday	December 11, 2015	12 noon to 1:30 pm