



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 5 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.

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. Presentation for 90 minutes with 30 minutes optional lab to practice what was covered in the session. 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 Sessions: Virtual Campus Training Center – Brighton Campus (3-122A) – Fall 2016

10 – 12 noon	1 – 3 pm	3 – 5 pm	6 – 8 pm
Monday, September 26	Wednesday, September 14	Wednesday, September 21	Tuesday, October 11
Tuesday, October 18	Tuesday, October 4	Monday, October 24	Thursday, November 3
Wednesday, November 16	Monday, November 21	Thursday, December 1	Tuesday, December 6

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,

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