Course Menu 101: Course Organization
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.

Registration Required: Please email ool@monroecc.edu to request a session seat

Day	Date	Time
Monday	January 5, 2015	11-12:30 pm
Thursday	January 8, 2015	1:30-3:00 pm
Monday	January 12, 2015	11-12:30 pm

Grade Center 101:
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

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Blackboard Assignments

Assignments are one of Blackboard's gradable assessment items. Assignments are comparable to the Dropbox in ANGEL with one big exception: 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 workshop 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

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Day	Date	Time
Tuesday	January 6, 2015	1:30-3:00 pm
Friday	January 9, 2015	11-12:30 pm
Thursday	January 15, 2015	1:30-3 pm