

## Blackboard Trainings / Workshops - Fall 2019

Monday 8/19	Tuesday 8/20	Wednesday 8/21	Thursday 8/22	Wk 1
<p><i>First week of classes!! No training sessions scheduled. Available to troubleshoot problems for students and faculty. If you or your students are having issues with Blackboard, please let me know.</i></p>				
Monday 8/26	Tuesday 8/27	Wednesday 8/28	Thursday 8/29	Wk 2
Monday 9/2	Tuesday 9/3	Wednesday 9/4	Thursday 9/5	Wk 3
<i>Labor Day</i>				
Monday 9/9	Tuesday 9/10	Wednesday 9/11	Thursday 9/12	Wk 4
Monday 9/16	Tuesday 9/17	Wednesday 9/18	Thursday 9/19	Wk 5
	<p><i>Blackboard (Bb) Basics for New &amp; Adjunct Faculty</i></p> <p><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p><i>QM Standards 1.1, 1.2, 1.3</i></p> <p><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 9/23	Tuesday 9/24	Wednesday 9/25	Thursday 9/26	Wk 6
	<p><i>Big Blue Button (BBB) / Media / PPT / Recording Lectures</i></p> <p><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p><i>QM Standards 1.4-1.6</i></p> <p><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 9/30	Tuesday 10/1	Wednesday 10/2	Thursday 10/3	Wk 7
	<p><i>Managing the Results Center / Bb Grader App / Grading via voice &amp; video recording</i></p> <p><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p><i>QM Standards 1.7-1.9</i></p> <p><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		

## Blackboard Trainings / Workshops (cont.)

Monday 10/7	Tuesday 10/8	Wednesday 10/9	Thursday 10/10	Wk 8
	<p style="text-align: center;"><i>Designing with Mobile in Mind</i></p> <p style="text-align: center;"><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p style="text-align: center;"><i>QM Standards 6.1 &amp; 6.2</i></p> <p style="text-align: center;"><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Wk 9
	<p style="text-align: center;"><i>Blackboard Collaboration Tools / Groups / Wikis</i></p> <p style="text-align: center;"><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p style="text-align: center;"><i>QM Standards 6.3-6.5</i></p> <p style="text-align: center;"><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 10/21	Tuesday 10/22	Wednesday 10/23	Thursday 10/24	Wk 10
	<p style="text-align: center;"><i>Other Online (Non-Blackboard) Collaboration Tools</i></p> <p style="text-align: center;"><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p style="text-align: center;"><i>QM Standards 7.1 &amp; 7.4</i></p> <p style="text-align: center;"><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 10/28	Tuesday 10/29	Wednesday 10/30	Thursday 10/31	Wk 11
	<p style="text-align: center;"><i>Creating &amp; Using Discussions in an Online Environment</i></p> <p style="text-align: center;"><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p style="text-align: center;"><i>QM Standards 7.2 &amp; 7.3</i></p> <p style="text-align: center;"><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 11/4	Tuesday 11/5	Wednesday 11/6	Thursday 11/7	Wk 12
	<p style="text-align: center;"><i>Creating Tests &amp; Mobile Quizzes</i></p> <p style="text-align: center;"><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p style="text-align: center;"><i>QM Standards 8.1 &amp; 8.2</i></p> <p style="text-align: center;"><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 11/11	Tuesday 11/12	Wednesday 11/13	Thursday 11/14	Wk 13
	<p style="text-align: center;"><i>Using Rubrics &amp; Tests in Bb</i></p> <p style="text-align: center;"><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p style="text-align: center;"><i>Aligning Objectives</i></p> <p style="text-align: center;"><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		
Monday 11/18	Tuesday 11/19	Wednesday 11/20	Thursday 11/21	Wk 14
	<p style="text-align: center;"><i>Using Bb for Assessment</i></p> <p style="text-align: center;"><u>Time</u>      <u>Room</u> 2:30-3:30      208</p>	<p style="text-align: center;"><i>Creating Master Courses</i></p> <p style="text-align: center;"><u>Time</u>      <u>Time</u> 9:00-10:00      202</p>		

## Blackboard Trainings / Workshops (cont.)

Monday 11/25	Tuesday 11/26	Wednesday 11/27	Thursday 11/28	Wk 15
<p><i>Last week of classes!! No training sessions scheduled.</i>  <i>Available to troubleshoot problems for students and faculty. If you or your students are having issues with Blackboard, please let me know.</i>  <b>Start collecting feedback from faculty for Bb trainings/workshops for the coming term.</b></p>			<p><i>Thanksgiving Break</i></p>	
Monday 12/2	Tuesday 12/3	Wednesday 12/4	Thursday 12/5	Wk 16
<p><i>Exam week ... No training sessions scheduled.</i>  <i>Available to troubleshoot problems for students and faculty.</i>  <b>I can also help with your gradebook in Blackboard or help get your courses ready for next the next term as needed. Please let me know how I can help.</b></p>				

## Descriptions

### "QM Standards" Trainings / Workshops

**QM Standards 1.1, 1.2, and 1.3:** Start setting up your courses to Quality Matters Standards. These standards cover how to get started, introducing students to the purpose and structure, and what netiquette expectation you might have for your course.

**QM Standards 1.4-1.6:** Links to institutional policies, minimum technology requirements, and prerequisites.

**QM Standards 1.7-1.9:** Technical skills, self introduction, and learner introductions.

**QM Standard 2.1:** Creating course learning objectives that are measurable. (Coming Spring 2020!)

**QM Standard 2.2:** Creating module learning objectives that are measurable and consistent with the course objectives. (Coming Spring 2020!)

**QM Standards 6.1 & 6.2:** Tools support learning objectives, and course tools promote learner engagement.

**QM Standards 6.3-6.5:** Required technology, current technology, and external privacy policies.

**QM Standards 7.1 & 7.4:** Where to find technical support, student services, and resources on how to succeed

**QM Standards 7.2 & 7.3:** Addressing accessibility policies and academic support policies.

**QM Standards 8.1 & 8.2:** Course navigation and accessibility of all technologies used in the course.

### "Blackboard-related" Trainings / Workshops

**Aligning Objectives:** Assign course objectives, align them with program objectives, and get them to meet the Quality Matters Standards.

**Bb Basics for New & Adjunct Faculty:** A brief overview of how to build a course in Bb. Planning, file types, presentations, gradebooks, messages, and classroom assessments - such as creating assignments - will be discussed.

**Bb Basics for Students:** This workshop will introduce students to Blackboard and the features available, including Brainfuse and Starfish. We will also examine how to use the Bb App, get help through WVNet, and logging into the alternate website ilearn-mctc.wvnet.edu. (Coming Spring 2020!)

**Big Blue Button (BBB) / Medial / Recording Lectures:** Learn how you can use BBB in your online courses to meet with your students in both synchronous and asynchronous formats. We will also look at how to use Medial for creating and storing videos in Blackboard as well as how to record lectures via PowerPoint and/or BBB. Bring a PPT that you would like to use to record audio and/or video.

**Blackboard Collaboration Tools / Groups / Wikis:** Increase online collaboration through the use of Blackboard tools. We will also take a closer look at groups and wikis.

## Descriptions (cont.)

**Creating a Course in Blackboard:** Build a course from the ground up. Planning, using files, presentations, and assessments. We will also discuss copying courses, assignments, individual files/content, etc. from one course into another. (Coming Spring 2020!)

**Creating & Using Discussions in an Online Environment:**

Learn about the different type of discussions that are being used and see what others in the college are doing.

**Creating Master Courses:** Learn how to set up a "master course" in Blackboard and have it available for future semesters. We will also examine creating "master courses" as a place for document/information sharing within departments.

**Creating Tests & Mobile Quizzes:** Learn what options are available when creating a mobile quiz vs. a test. We will also discuss how to set up a test, create and upload questions, and implement a mobile quiz and/or a test.

**Designing with Mobile in Mind:** Most students use a phone or other electronic device to access materials through Blackboard. Learn the difference between student and faculty user interface so you can design your courses with a better understanding of the student perspective.

**Integrating**

**Blackboard & Publisher** Learn the different options for assignment-level and/or course-level integration with Blackboard and which is best for your publisher materials & content. (Coming Spring 2020!)

**Content:**

**Managing the**

**Results Center /**

**Bb Grader App /**

**Grading via voice**

**& video recording:**

Using the Results Center (Gradebook) to work for you. We will also examine the Bb Grader App and determine how to grade assignments via voice and/or video recording.

**Other Online (Non-**

**Blackboard)**

**Collaboration:**

Explore free online tools that can be used to foster collaboration and/or group work.

**Using Bb for**

**Assessment:**

Learn how to run reports in Blackboard to assess learning outcomes and provide evidence of assessment for HLC.

**Using Bb**

**Efficiently:**

Learn how to streamline your use of Blackboard. We will examine how to check messages in Bb from all classes at once as well as how to set-up your Bb course and Results Center to make them more efficient. (Coming Spring 2020!)

**Using Rubrics &**

**Tests in Bb:**

Learn how to create rubrics in Bb as well as copy rubrics and tests into other courses.