January Jumpstart Seminars: Blackboard Tools, Video, PowerPoint, and Skills for Teaching Online

The Faculty Center for Learning Development (FCLD) offers ongoing seminars and instruction on a variety of instructional technologies, including Blackboard, the University's learning management system. FCLD will be offering the following seminars early this Spring Term. Unless otherwise indicated, all seminars are held in the Woods Classroom in Mortensen Library.

Faculty interested in attending should register by emailing fcld@hartford.edu or calling (860)768-4661. Detailed descriptions of each seminar may be found on the FCLD website and a calendar listing seminars is available here.

Getting Started with Blackboard/Blackboard Drop-in
Tuesdays, 12:15-1:30 p.m.
Woods Classroom (Mortensen Library) or FCLD Faculty Lab Prerequisites: Basic familiarity with computers and the Internet.
Every Tuesday, we offer an orientation and drop-in clinic for Blackboard, the application used to put courses online. If you’re new to Blackboard, you’ll learn strategies for organizing your Blackboard course, review the many tools and features available in Blackboard, and start adding course content items like your syllabus and web links to your course. Be sure to bring a digital version of your syllabus and/or other course materials; this is designed as a hands-on seminar. If you’re using Blackboard already, feel free to drop by with a question or for troubleshooting.

Creating Video ‘Lecturelettes’ with Personal Capture (PCap)
Wednesday, January 13, 10:00 a.m. – 11:00 a.m.
Echo360 Personal Capture is a simple, convenient tool that can capture your voice, the action on your computer screen, and webcam video. Its versatility means that you can use it to record audio podcasts, video lectures, or narrated presentations and demonstrations. This session will guide you through the process of recording a narrated screen capture, editing it, and publishing it to Blackboard. Pre-registration is helpful for this session, so that an Echo360 account may be created for you in advance.
Getting Started with Ensemble, the Campus’ “In-House YouTube”
Thursday, January 14, 3:00 p.m. – 4:00 p.m.
Ensemble works like an in-house YouTube, allowing faculty to quickly and easily upload videos, then link to them from Blackboard and other websites. Faculty who are flipping the classroom, teaching online, using video clips in instruction, or working with student video projects should plan to attend this special information session about Ensemble. Pre-registration is helpful for this session, so that an Ensemble account can be created for you in advance.

SafeAssign/Assignment Tool Integration
Friday, January 15, 10:00 a.m. – 11:00 a.m.
Thursday, January 28, 12:00 p.m. – 1:00 p.m.
SafeAssign is now integrated into regular Blackboard Assignments. Learn about the new ways Blackboard has integrated these to make life simpler for students and faculty, how they are graded, and other options. Also, learn about the Designated and Anonymous grading options that have been added to the Blackboard Assignments tool.

Blackboard’s Inline Grading Tool
Wednesday, January 20, 11:00 a.m. – 12:00 p.m.
Tired of downloading papers from Blackboard just so you can grade them? Blackboard’s Inline Grading Tool is designed to allow instructors to grade and markup student assignments, as well as grade blogs, wikis and journals without the cumbersome process of downloading and using Microsoft Word’s markup tools or something equivalent. This seminar is a must for online instructors, but very helpful for anyone who uses Blackboard’s assignments, blogs, wikis, or journals tools.

Using Tests in Blackboard: Making Online Assessment Useful
Tuesday, January 21, 10:00 a.m. to 11:00 a.m.
Woods Classroom (Mortensen Library)
In this session, FCLD staff will demonstrate the step-by-step creation of quizzes and surveys in Blackboard, share tips and tricks to improve online assessment experiences, and discuss strategies for using Blackboard surveys and quizzes that may improve student learning outcomes.

Grade Center: Do It Now!
Friday, January 22, 2:00 p.m. – 3:00 p.m.
Wednesday, January 27, 3:00 p.m. – 4:00 p.m.
Come and learn how setting up your Blackboard Grade Center early in the semester has numerous advantages. Doing so early means you can:
• Have course grades calculated automatically throughout the course.
• Help students keep track of their own progress throughout the course.
• Have information ready at your fingertips when it's time to submit mid-semester or final grades.
• Weight grades and drop lowest scores quickly and easily.
NEW! Engaging Students with Ready-Made Online Content
Monday, January 25, 12:00 p.m. – 1:00 p.m.
Have you ever wondered how you could make your Blackboard course more appealing and engaging for students? Join us for this interactive session where we explore repositories of videos, scenarios, simulations, images and other ready-made sources of online content. This workshop is appropriate for all instructors of face-to-face, hybrid or online courses.

PowerPoint Tips and Tricks from a Graphic Designer
Friday, January 29, 2:00pm – 3:00pm
Learn how to spice up your PowerPoints in this seminar, creating visually stimulating PowerPoint slides that appeal to the reader and incorporate media in its various forms. Learn how to embed images, manipulate them, and also add graphics, transitions, animations and other tools to create interactivity within your presentations.

Preparing to Teach Online Series
This spring, in partnership with University Programs, FCLD again will be offering a seminar series designed to prepare instructors for online teaching and learning. The sessions are all on Fridays, in the Woods Classroom in Mortensen Library (unless otherwise specified), based on the following schedule:

Planning and Designing an Online Course
Friday, February 12, 2016 1:00 p.m. – 2:30 p.m.
“What do I need to know to be an effective online instructor?” In this first seminar we will answer this question, as well as demonstrate best practices for transforming face-to-face courses into online courses, show examples of exemplary online courses and syllabi, build a Blackboard Learning Module, and share useful resources that will help you as you design your online course.

Creating Organized & Effective Instruction
Friday, February 19, 2016 1:00 p.m. – 2:30 p.m.
In this hands-on seminar, we will use Blackboard to apply what was discussed in week one. Participants will learn different ways to structure and organize course content, as well use Blackboard Learning Modules to create easy-to-follow online lessons. Finally, we’ll explore the many diverse sources of ready-made course content readily available on the Internet.
Basic Tools for Online Instruction  
Friday, February 26, 2016 1:00 p.m. – 2:30 p.m.

Just like any instruction, we need to be able to communicate with students, collect assignments, and facilitate group work such as case studies and projects. This seminar covers basic Blackboard tools that are essential for online instruction including Email, Announcements and Alerts, the Assignment Tool, and Blackboard Groups. We’ll also discuss synchronous communication tools.

Fostering Interaction and Collaboration  
Friday, March 4, 2016 1:00 p.m. – 2:30 p.m.

Distance education means there is “a distance between learner and teacher which is not merely geographic, but educational and psychological as well” (Moore, 1983). One hallmark of a well-designed online course is that it uses interaction to close up this distance, building in lots of different ways for students to work together and form their own online community. During this seminar, participants will learn how to foster and encourage interactivity using tools such as the Discussion Board, Blogs, Wikis, Journals, and other non-Blackboard tools.

Tips and Tricks from Experienced Online Instructors  
Friday, March 11, 2016 1:00 p.m. – 2:30 p.m. (KF Classroom, Mortensen Library)

One of the best ways to learn about teaching online is hearing about the experiences of instructors who have taught online in the past. University of Hartford instructors will share their online courses, tips, and tricks they’ve learned, as well as field questions from audience participants in this informal Q & A session.

Tests, Grading, Feedback, and Support  
Friday, April 1, 2016 1:00 p.m. – 2:30 p.m.

Your course is designed, your content prepared and loaded, your instruction and assignments align with your objectives, there’s a good mix of media presented, and opportunities for collaboration and interaction -- but how will you inform your students about their progress? Grade Center! Learn basic and necessary house-keeping of Grade Center and ways to set up Grade Center to reflect your grading scenario. We’ll also demonstrate and discuss ways you can offer feedback and build in support for students into your course.

Must Have Tools for Teaching Online  
Friday, April 8, 2016 1:00 p.m. – 2:30 p.m.

Just because you are not face-to-face with your online students, it doesn't mean you can't 'talk' to them and with them. It's not difficult to prepare audio and video clips so you can demonstrate worked problems, introduce a topic, summarize a complex issue, or even meet “live” online together once or twice. This session will offer a 'survey course' on tools that can help.

Faculty interested in attending should register by emailing feld@hartford.edu or calling (860) 768-4661.