Spring 2016 Workshops

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 this 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 also be found on the FCLD website (http://hartford.edu/fcld).

Getting Started with Blackboard/Blackboard Drop-in
Tuesdays, 12:15 p.m. - 1:30 p.m. - Woods Classroom (Mortensen Library) or FCLD 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.

PowerPoint Bootcamp: Getting Started with PowerPoint
Monday, February 8, 10:00 a.m. – 11:00 a.m.
Prerequisites: Introductory level, basic working knowledge of PCs and navigation

In this introductory session to PowerPoint, we will explore how to get started in creating PowerPoint presentations to use in your classroom or conference presentations. Using PowerPoint 2013 for PC, we will cover basics such as:

- Creating new slides and choosing slide layouts
- How to add backgrounds to slides
- How to insert images
- How to change font types, sizes and styles
- How to add simple slide transitions and animations
- How to insert sound and/or videos

In this session, we will also discuss how PowerPoint can be a valuable tool in the classroom if used correctly and also show you how to rectify common mistakes. We will explore bad vs. good PowerPoint design and best practices for use in the classroom.
Creating Video ‘Lectureettes’ with Personal Capture (PCap)
Thursday, March 3, 10:00 a.m. – 10:30 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, March 3, 10:30 a.m. – 11:00 a.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.

Smart Classrooms: Annotate, Capture, Present, and More
Monday, March 7, 3:00 p.m. – 4:00 p.m.
SMART Boards and Podiums are located in many classrooms on campus. SMART Boards work with a computer, projector, digital pens, and software called Notebook. The computer screen is projected onto the SMART Board, where the board’s surface allows you to control the computer with your finger and/or annotate using a digital pen. Come and find out what you can do with a ‘SMART Classroom’.

SafeAssign/Assignment Tool Integration
Monday, April 4, 3:00 p.m. – 3:30 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
Monday, April 4, 3:30 p.m. – 4:00 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.
PowerPoint Tips and Tricks from a Graphic Designer  
Thursday, April 7, 11:00 a.m. – 12:00 p.m.  
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.

Grade Center: Do It Now!  
Wednesday, April 13, 2:00 p.m. – 3:00 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.

Ways to Demonstrate Learning Series

The Faculty Center for Learning Development, is teaming up with faculty across the University of Hartford campus in order to introduce a new seminar series entitled “Ways to Demonstrate Learning.” In this new series, we will explore exciting and innovative techniques for finding out if students are “getting it.” As such, we are pleased to present following lunch and learn sessions. Sessions run half an hour and we invite you to bring your lunch.

Ways to Demonstrate Learning: Providing Feedback Using Student Presentations  
Wednesday, February 17, 12:00 p.m. (noon) - Woods Classroom, Mortensen Library  
Professor Paul Siegel, Department of Communication in the College of Arts and Sciences  
Bevin Rainwater, Instructional Designer, Faculty Center for Learning Development

The videotaping of student oral presentations and speeches can be used as a significant learning tool. In this session, Paul Siegel will share how he records student speeches and uploads them to Ensemble, where students are able to view and self-evaluate their own presentations. This provides him the opportunity to give critical feedback about how his students can improve their public speaking skills, but also enables students to review his feedback while seeing actual evidence of their performance. Bevin Rainwater, from FCLD, will also demonstrate how playlists can be created in Ensemble to share a collective work of presentations in Blackboard.

Ways to Demonstrate Learning: Working it Out Together With Wikis  
Wednesday, February 24, 12:00 p.m. (noon) - Auerbach Hall 421  
Associate Dean and Professor Patricia Jaeger, Department of Accounting and Taxation in the Barney School of Business

Do you struggle with ways to make student projects truly collaborative? A wiki can be used for teamwork or individual student work and allows you to "monitor" as their work on homework.
and/or projects. Students can also see what others in the class are working on, as well as your comments, so they can more easily see the standards for which they are being held accountable. Patricia Jaeger will lead us in this lively discussion on how wikis can work for learning.

**Ways to Demonstrate Learning: Putting it Together with Portfolios**  
**Wednesday, March 23, 12:00 p.m. (noon) - Woods Classroom, Mortensen Library**  
Nursing Faculty, Diane Verrochi, in the Department of Health Sciences and Nursing in the College of Education, Nursing and Health Professions

Portfolio-building has long been a part of demonstrating learning at the University of Hartford. As more and more career-building and networking opportunities move into the online environment, some programs are working to keep their graduates competitive by having them develop their portfolios in an electronic format. This semester, the first course in the MSN program is piloting the use of Pathbrite as a means to have students turn their coursework into an electronic portfolio and to allow faculty to attach student work directly to course objectives for reporting and accreditation purposes. Diane Verrochi will demonstrate how students are creating and uploading work throughout the semester to develop this portfolio as well as how faculty can capture fulfillment of course objectives for accreditation using this platform.

**Ways to Demonstrate Learning: Engaging Students with Clickers & Plickers**  
**Wednesday, April 6, 12:00 p.m. (noon) - Woods Classroom, Mortensen Library**  
Associate Professor, Mary Gannotti, in the Department of Rehabilitation Sciences in the College of Education, Nursing and Health Professions  
Bevin Rainwater, Instructional Designer, Faculty Center for Learning Development

Do you want to engage your students and give all students the chance to participate and engage in learning without feeling self-conscious? Do you need instant feedback to see where students are in their learning? We have some tools for you. Bring your smart phone or tablet for this hands-on session presented by Mary Gannotti, in cooperation with FCLD, where we will be exploring using Clickers, Plickers and PollEverywhere, tools which you can add to your teaching arsenal which are quick, friendly, and easy to set up.

**Ways to Demonstrate Learning: Bolstering Writing with Blogs**  
**Wednesday, April 27, 12:00 p.m. (noon) - Woods Classroom, Mortensen Library**  
Visiting Lecturer, Kristin Ingram, Department of Accounting and Taxation in the Barney School of Business

Looking for ways to add more writing to your courses while allowing students to express themselves and interact with their classmates? Blogging might be the perfect tool! In this session, Kristin Ingram will discuss why blogging is more effective than student journals, as well as how to integrate blogging into your classes. No technical knowledge of blogging sites is required.

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