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.

**Creating Video ‘Lecturelettes’ 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’.

Excel SIG: Excel Basics (for PC users)
Thursday, March 24, 2016 12:00 – 1:00 p.m.
(note: this was rescheduled from a snowed out date)
Woods Classroom, Mortensen Library
Prerequisites: None, this session is for new to intermediate users of Excel
Equipment: Bring your PC laptop if you have one

In this continuing professional development series, Satvinder Mayall, Adjunct Faculty in the Barney School of Business will be presenting and guiding us in an interactive session on Excel Basics for PC users. Most jobs today require at least basic Excel skills, which include familiarity with the Excel ribbons, the display screen, the ability to enter and format data, calculate totals and do basic formulas and some basic shortcuts and productivity tricks. Faculty and Staff are invited to join us for this third Excel SIG session in the Woods Classroom, Mortensen Library. Space is limited, so please RSVP as soon as possible to fcld@hartford.edu. Please bring your lunch! Please also bring your PC laptop if you have one as there are only 15 PC stations for participants in this session.

These informal lunchtime gatherings are open to all instructors and staff, and are designed to provide a forum for sharing ideas and effective techniques for using Excel in the classroom or in our daily university work. They typically include a brief (15-20 minute) presentation by a faculty member on his or her use of Excel, followed by a hands-on activity and an informal – and lively – conversation.

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.

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.

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.

**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.