

# UNIVERSITY OF HARTFORD

## FACULTY CENTER FOR LEARNING DEVELOPMENT

### **FCLD's Jumpstart Seminars (August & September)**

The Faculty Center for Learning Development (FCLD) offers ongoing seminars and instruction on a variety of instructional technology, including Blackboard, the University's learning management system (LMS). FCLD will be offering the following seminars during the month of August and early September. Unless otherwise indicated, all seminars are held in the Woods Classroom in Harrison University Libraries. Faculty interested in attending should register by emailing [fclld@hartford.edu](mailto:fclld@hartford.edu) or calling (860) 768-4661.

#### **Getting Started with Blackboard/Blackboard Drop-in**

**Tuesdays, 12:15 p.m. - 1:30 p.m. - Woods Classroom or FCLD Lab**

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.

#### **What's New in Blackboard?**

**Thursday, August 10, 11:00 a.m. – 12:00 p.m.**

**Wednesday, August 16, 12:15 p.m. – 1:15 p.m.**

**Friday, September 8, 12:15 p.m. – 1:15 p.m.**

Please join us for this lunch-and-learn session where we discuss some of the new changes you'll see in Blackboard this coming fall. We will showcase the new tabs and modules for Faculty and Students, Hawkmail, Libraries and Technical Support. Additionally we will talk about our LTI Connections to tools such as Echo360, Office Mix and Publisher Content such as Pearson, McGraw-Hill, Cengage and Norton.

#### **Designing Banners for Blackboard Courses**

**Monday, August 14, 10:00 a.m. – 11:00 a.m.**

**Thursday, September 14, 3:00 p.m. – 4:00 p.m.**

Want to spruce up your Blackboard course? In this hands-on session, you will create and design a banner for use in your Blackboard Courses, using a tool that everyone has at their fingertips: Microsoft PowerPoint. We will apply basic principles of design, discuss size constraints, and after is completed, will upload it to a Blackboard Course.

## **Blackboard's Inline Grading Tool**

**Thursday, August 17, 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.

## **Best Practices in Accessibility**

**August 18, 11:00 a.m. – 12:00 p.m.**

We will be sharing valuable and easy-to-do tricks for ensuring your content is accessible to all your students. Join Tracy Carlson, Director of Access-Ability Support Services joins the Faculty Center of Learning Development, in discussing and sharing best practices in making content accessible. Accessibility ensures that people of all abilities and disabilities are able to use resources (e.g. content in Blackboard, PowerPoint Presentations, Videos, Podcasts, etc.)

## **Creating Video 'Lecturettes' with Personal Capture (PCap)**

**Monday, August 21, 10:00 a.m. – 11:00 a.m.**

**Wednesday, September 6, 11:00 a.m. – 12:00 p.m.**

Echo360 Personal Capture is a simple, convenient tool that can capture your voice, the action on your computer screen, and web cam video to create lecturettes. 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 can be created for you in advance.

## **Getting Started with Ensemble, the Campus' "In-House YouTube"**

**Wednesday, August 23, 1:00 p.m. – 2:00 p.m.**

**Monday, September 11, 10:00 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.

## **SafeAssign/Assignment Tool Integration**

**Thursday, August 24, 12:15 p.m. – 1:15 p.m.**

**Thursday, September 8, 3:00 p.m. – 4:00 p.m.**

In this session, we will discuss how to use the integrated SafeAssign (plagiarism detection) tool that is embedded into Blackboard Assignments. This integration makes life simpler for students and faculty to view SafeAssign reports, to use them as a learning tool, and makes grading much easier for faculty. Also, learn about Designated and Anonymous grading options that are embedded into the Blackboard Assignments tool.

## **PowerPoint Tips and Tricks from a Graphic Designer**

**Friday, August 25, 10:00 p.m. – 11:30 a.m.**

*Prerequisites: Intermediate to Advanced users of PowerPoint.*

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. In this hands-on session, you will learn how to embed images, manipulate them, and also add graphics, transitions, animations and other tools to create interactivity within your presentations.

## **Drag-n-Drop Files in Blackboard**

**Monday, August 28, 11:00 a.m. – 12:00 p.m.**

Did you know that there's a feature within Blackboard that allows you to drag-n-drop files from your desktop into Blackboard's course files area? You can upload single or multiple files at a time by using the browse button or the drag-n-drop feature which allows you to organize your materials in folders and sub-folders. Come learn how quickly and easily this can be done.

## **Google Docs Information Session**

**Monday, August 30, 3:00 p.m. – 4:00 p.m.**

As instructors, you may already be seeing your students submitting Google Doc files, since many K-12 systems are increasingly using Google Docs in lieu of Microsoft Office because it is free. In this informational session, we will take a look at Google Docs, which is a free web-based solution for students and teachers to create documents, spreadsheets, and even PowerPoint-like presentations which can be edited and stored online. As the In-line grading feature in Blackboard does not support Google Docs, we will take a look at how to convert Google Docs to PDF files which can be read by Blackboard.

## **Create Signatures, Forms & More in Adobe Acrobat Pro**

**Thursday, August 31, 12:15 p.m. – 1:15 p.m.**

In this hands-on session, we will explore some advanced features available in Adobe Acrobat Pro, such as creating digital signatures and developing fillable forms. Finally, we will also discuss some other features, such as how to convert a scanned image PDF to a text-based PDF using Adobe's built-in OCR (Optical Character Recognition) tool. We will also demonstrate how to run the Accessibility Checker to ensure that our PDF documents meet Section 508 of the Rehabilitation Act guidelines.