FCLD’s Spring 2018 Seminars

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 spring semester. 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.

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 are 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.

Grade Center: Do It Now!
Monday, February 5, 4:00 p.m. – 5:00 p.m.
Thursday, April 19, 12:15 p.m. – 1:15 p.m.

Come and learn how setting up your Blackboard Grade Center early in the semester has numerous advantages. Doing so earlier 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.

Blackboard Orientation for Support Staff
Wednesday, February 7, 10:00 a.m. – 11:00 a.m.

This session is geared to campus staff who are using Blackboard non-academic courses such as organizations, search committees, and communications. In this session, you will learn Blackboard basics, including how to manually add and remove users, create announcements, email users, attach documents and organize items in Blackboard.
Getting Started with Ensemble, the Campus’ “In-House YouTube”
Wednesday, February 14, 3:00 p.m. – 4:00 p.m.
Thursday, March 29, 12:15 p.m. – 1:15 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 account can be created for you in advance.

Blackboard’s Markup & Annotation Tools for Grading
Thursday, February 15, 12:15 p.m. – 1:15 p.m.
Wednesday, May 2, 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. There have been some changes to the preview pane, which we will be discussing in this session.

Creating Video ‘Lecturelettes’ with Personal Capture (PCap)
Wednesday, February 21, 4:00 p.m. – 5:00 p.m.

Personal Capture (PCAP) 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 account can be created for you in advance.

Blackboard’s SafeAssign/Assignment Tool
Thursday, February 22, 12:15 p.m. – 1:15 p.m.
Monday, March 5, 4:00 p.m. – 5:00 p.m.

Students often make mistakes with citations when writing papers. SafeAssign, now built into the Blackboard Assignment tool, provides just-in-time instruction to students to see how they’re using citations, and gives instructors immediate feedback about where students are sourcing information. Learn how to deploy assignments with or without the SafeAssign feature enabled, how to grade and markup assignments from within Blackboard using the Box annotation tool, the inline grading panel, how to grade using a rubric, and other options.
SMART Boards – Annotate, Capture, Present, and More
Monday, February 26, 4:00 p.m. – 5:00 p.m.

SMART Boards are located some 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’.

Engaging Students: Online Tools That Provide Immediate Feedback
Thursday, March 1, 12:15 p.m. – 1:15 p.m.

Do you want to engage your students and give all students the chance to participate in learning without feeling self-conscious? Do you want just-in-time feedback during class so you know 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 Dr. Aime Levesque (Biology, A&S), Kori Stewart (Health Sciences & Nursing, ENHP), and Jillian Maynard (Reference, Harrison Libraries). We will be exploring Turning Point Clickers, PollEverywhere, and Kahoot, tools you can add to your teaching arsenal which are quick, friendly, and easy to set up.

Digital Concept Maps for Visual Learning
Wednesday, March 14, 2:00 p.m. – 3:00 p.m.

In this session, Danielle Bellows (Rehabilitation Sciences, ENHP) and Tricia Prokop (Rehabilitation Sciences, ENHP) will present Digital Concept Maps and how they can be used in learning contexts to integrate knowledge, demonstrate arguments, and present information resources. Known as concept mapping, idea mapping or other variations, these are graphic organizers that demonstrate relationships between ideas in a map-like form. We will share resources for free online concept maps, as well as tips and tricks to get started for use in teaching and learning.

Skype for Business
Thursday, March 15, 12:15 p.m. – 1:15 p.m.
Monday, April 16, 4:00 p.m. – 5:00 p.m.

Included in the recent upgrade to Office365 for all faculty, staff, and students, is the application Skype for Business. Skype is an easy-to-use collaboration tool that provides instant messaging and the ability to do person-to-person and person-to-group calls with audio and/or video free of charge. Instructors and students can connect with others around the world for office hours, collaborative projects, presentations, or to practice speaking foreign languages. In this session, we will show you how to get started with Skype for Business, how to add people, create groups and how to start a conference call.
**PowerPoint Tips and Tricks for Teaching, Plus Blackboard Banners**  
Wednesday, March 28, 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. As a bonus, we will also design a banner for your Blackboard Course.

**Setting up Blackboard Tests and Quizzes**  
Wednesday, April 11, 2:00 p.m. – 3:00 p.m.  
Monday, April 30, 4:00 p.m. – 5:00 p.m.

In this session, FCLD will demonstrate the step-by-step creation of quizzes and polls in Blackboard, tips and tricks to improve online assessment experiences, and discuss strategies for using Blackboard tests and quizzes that may improve student learning.

**Ensemble Next Steps: Captions, Student Submissions & Playlists**  
Thursday, April 5, 12:15 p.m. – 1:15 p.m.  
Wednesday, April 25, 12:15 p.m. – 1:15 p.m.  
*Prerequisites: Getting Started with Ensemble Session or prior use of Ensemble. Ensemble account is required.*

Did you know that you can upload videos to Ensemble from your phone, or have your students submit video and audio files to stream via Ensemble? In this session, we will demonstrate how to upload videos on mobile devices; create playlists and stream them in Blackboard; create digital dropboxes for students to send instructors their videos for grading and/or to share their videos with the class; as well as how to caption videos uploaded to Ensemble. This session is for Faculty or Staff who are already using Ensemble.

**Blackboard Course Reports**  
Monday, April 23, 4:00 p.m. – 5:00 p.m.

Instructors can generate course reports to view the statistics and usage of a particular tool or areas within their Blackboard course. In this session, we will cover the kind of reports instructors can generate to track student activity, including how many times the student accessed your course and at what time, and what content was accessed.
GIMP for Beginners: Free Photo & Picture Editing Software
Thursday, April 26, 12:15 p.m. – 1:15 p.m.

Do you want to learn how to retouch photos, resize them for use in your classes, and how to create banners and memes with text on top of the photos? Join us for this hands-on session presented by Timothy Becker (Computer Science, A&S), in which he will explain how the program works, easy steps to get started, and have participants work through several examples on using GIMP to create and modify images. GIMP is a free graphic and photo editing program similar to Photoshop, available on both Mac and PC.