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 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’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? Drag-n-Drop, Bulk Deletion of Grade Columns & More!
Thursday, August 23, 11:00 a.m. – 12:00 p.m.
Monday, August 27, 2:00 p.m. – 3:00 p.m.

Please join us for this information session where we discuss some of the new changes you’ll see this coming fall. We will showcase the new bulk delete feature in the grade center, the new Blackboard Course Availability Toggle, and introduce Blackboard Ally (our new Accessibility tool for Blackboard). We will also discuss some Blackboard improvements, such as drag and drop files and student assignment confirmation receipts.

SafeAssign/Assignment Tool Integration
Wednesday, August 22, 1:00 p.m. – 2:00 p.m.
Friday, September 14, 1:00 p.m. – 2:00 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 Bootcamp & Design a Banner for Blackboard
Friday, August 24, 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. We will also design a banner for your Blackboard Course.

Creating Video ‘Lectureettes’ with Personal Capture (PCap)
Thursday, August 30, 12:00 p.m. – 12:30 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 lectureettes. 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”
Thursday, August 30, 12:30 p.m. – 1:00 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.

Office365 Information Session
Friday, August 31, 10:00 – 11:00 a.m.

All instructors, staff and students now have Office365 free online, which comes with a suite of new tools and some old favorites. Microsoft Word, Excel, PowerPoint and our Outlook Webmail are old tools we are familiar with, but did you know we now also have Skype for Business, OneNote, and Class Notebook, among others? Also, did you know you can download the entire suite as Office 2016 on up to 5 of your own personal devices? Come to this information session where we discuss how to access and leverage these tools for your instruction and daily processes.
Grade Center: Do It Now!
Thursday, September 6, 10:00 – 11:00 a.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.

Going Mobile with Blackboard
Friday, September 7, 12:15 p.m. – 1:15 p.m.
Blackboard has its own suite of applications for the Learn experience: the “Blackboard” app (for students) and the “Blackboard Instructor” app. The Blackboard app grants instant mobile access to course content, discussions, etc. and enables students to access their online classes in a simple, easy to use app. The Blackboard Instructor app allows instructors to access their grade centers anywhere, streamlining workflows and making their time more productive. Please join us and explore these Blackboard apps.

Skype for Business
Wednesday, September 12, 2:00 p.m. – 2:30 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.

Ensemble Next Steps: Captions, Student Submissions & Playlists
Wednesday, September 12, 2:30 – 3:00 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.