FCLD’s Fall 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 fall semester. 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.

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 p.m. – 3:00 p.m.
Thursday, October 4, 3:00 p.m. – 3:30 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.
SafeAssign/Assignment Tool Integration
Friday, September 14, 1:00 p.m. – 2:00 p.m.
Monday, November 19, 10:00 a.m. – 11:00 a.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.

Create Signatures, Forms & More in Adobe Acrobat Pro
Wednesday, September 26, 11:00 a.m. – 12:00 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. 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.

Blackboard Orientation for Support Staff
Friday, September 28, 12:00 p.m. – 1:00 p.m.

This session is geared to campus staff who are using Blackboard non-academic courses for organizations, search committees, communications, etc. In this session, you will learn Blackboard basics, such as how to manually add and remove users, create announcements, email users, attach documents and organize items in Blackboard.

Drag-n-Drop Files in Blackboard
Monday, October 1, 1:00 p.m. – 1:30 p.m.

Did you know that there’s a feature within Blackboard that allows you to drag-n-drop files from your desktop into several areas within Blackboard, such as: items, assignments, journals, and blogs), as well as within the 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 your course. Come learn how quickly and easily this can be done.

Blackboard’s Markup & Annotation Tools for Grading
Monday, October 1, 1:30 p.m. – 2:00 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 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 assignment tool. There have been some changes to the preview pane, which we will be discussing in this session.

**Getting Started with Ensemble, the Campus’ “In-House YouTube”**  
*Thursday, October 4, 2:30 p.m. – 3:00 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.

**PowerPoint Tips and Tricks from a Graphic Designer**  
*Friday, October 11, 12:15 p.m. – 1:15 p.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.

**OneNote Class Notebooks: An All-in-One Notebook for Students**  
*Friday, October 18, 12:15 p.m. – 1:15 p.m.*

The OneNote Class Notebook tool is now integrated with Blackboard, allowing instructors to create a shared notebook and link it to their course. Students enrolled in your Blackboard course can access the notebook automatically without adding their names, and Notebook has the capacity to pass through grade information. In this session, we will discuss how OneNote Class Notebook can help instructors deliver rich and engaging multimedia content, provide a space for students to work collaboratively, and provide private feedback. The OneNote Class Notebooks can be used for journals and observation assignments, collaborative or individual projects or even lab notebooks, an interactive portfolio of student work, as well as a note-taking and organization tool.

**Going Mobile with Blackboard**  
*Wednesday, November 7, 12:00 p.m. – 1:00 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.
Grade Center: Do It Now!
Thursday, November 8, 3:00 p.m. – 4:00 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.

Setting up Blackboard Tests and Quizzes
Monday, November 12, 11:00 a.m. – 12:00 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.

OneDrive for Business: The University’s Cloud Storage Drive
Monday, November 15, 12:15 p.m. – 1:15 p.m.

Last year, the University of Hartford purchased an institutional license for Microsoft Office for all University Faculty, Staff and Students. With that, came an allocation of 1TB of cloud storage space for each person. OneNote for Business operates similarly to Dropbox or Google Drive, for those who are familiar with those applications. In this session, we will discuss how to access and set up OneDrive for use on your computer as well as other devices, and share some tips and tricks for organization and sharing files with others, as well as some challenges you may encounter along the way.

Course Organization Tips & Tricks
Wednesday, November 28, 2:00 p.m. – 3:00 p.m.

Are you setting up a new course in Blackboard or want to give your course a fresh, new feel? In this session, we will share some tips and tricks for organizing and bringing life to your courses on Blackboard. We will also discuss some basic guidelines for developing web content and some accessibility and usability concerns, as well as best practices for managing course files. This session is for anyone teaching or managing an online, hybrid, face-to-face or organizational/informational sharing non-academic course.