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.

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.

Ensemble Next Steps: Captions, Student Submissions & Playlists
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.
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  
**Thursday, 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.

SafeAssign/Assignment Tool Integration  
**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.

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.