

# UNIVERSITY OF HARTFORD

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## FACULTY CENTER FOR LEARNING DEVELOPMENT

### **FCLD's Jumpstart Seminars (January)**

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 January. Unless otherwise indicated, all seminars are held in the Woods Classroom in Harrison University Libraries. Faculty interested in attending should register by emailing [fld@hartford.edu](mailto:fld@hartford.edu) or calling (860) 768-4661.

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

**Tuesdays, 12:00 p.m. - 1:00 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.

#### **Blackboard's Assignment Tool with built-in Plagiarism Detection**

**Wednesday, January 16, 10:00 a.m. – 11:00 a.m.**

In this session, we will discuss how to deploy an assignment with the optional plagiarism detection tool (SafeAssign). We will discuss the varying options in creating an assignment, and how to view and grade them. Additionally, we will explore scenarios for using SafeAssign, how to view reports, and how to use them as a learning tool.

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

**Thursday, January 17, 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 Ensemble account can be created for you in advance.

## **PowerPoint Bootcamp & Design a Banner for Blackboard**

**Friday, January 18, 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.

## **Office365 Information Session**

**Wednesday, January 23, 3:00 p.m. – 4:00 p.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 of 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.

## **Ally to the Rescue!**

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

In this hands-on session, faculty will learn practical tricks to quickly develop and remediate course content and make them accessible with just-in-time help from the Blackboard Ally tool. We will be using tools readily available to Faculty in Microsoft and Adobe Acrobat Pro, discussing best practices and easy tips for getting started. This workshop will primarily focus on Microsoft Word and PowerPoint, as well as giving some quick tips for PDFs and scanned documents. Faculty are encouraged to bring their syllabi, a Word document, PowerPoint and PDF files to work with.

## **Skype for Business**

**Friday, January 25, 11:00 a.m. – 12:00 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.

## **Ensemble Next Steps: Captions, Student Submissions & Playlists** **Monday, January 28, 2:00 p.m. – 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 your Ensemble account? 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. Additionally, we will explore how to edit captioned videos in Ensemble. This session is for Faculty or Staff who are already using Ensemble.

## **One Note for Classroom SIG (Special Interest Group)** **Thursday, January 31, 12:15 p.m. – 1:15 p.m.**

In this new professional development series, Dr. James McDonald, Associate Professor of Physics in the College of Arts and Sciences, along with Dr. Annette Rogers, Graduate Program Director in the Barney School of Business, will be presenting and guiding us in an interactive session on One Note Class Notebook. OneNote Class Notebook is a Microsoft tool 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, and Notebook can pass through grade information back to Blackboard.

*These informal gatherings are open to all instructors and staff and are designed to provide a forum for sharing ideas and effective techniques for using One Note Class Notebooks in the classroom or in our daily university work. They typically include a brief (15-20 minute) presentation by a faculty member on his or her use of One Note, followed by a hands-on activity and an informal – and lively – conversation.*

## **Using Cloud Storage to Upload Files to Blackboard** **Wednesday, February 6, 2:00 p.m. – 3:00 p.m.**

In the most recent update to Blackboard, instructors now have the ability to easily and quickly browse their cloud storage such as OneDrive, Google Drive, Dropbox or Box and attach files within Blackboard either within the content editor or in the assignments area. Students will additionally be able to attach documents from cloud storage when they submit assignments. In this session, we will guide faculty and staff on how to quickly sign into cloud storage to upload files.