Blackboard Workshop Series for Spring 2018

The Brooklyn College Library Office of Academic Information Technologies (AIT) is pleased to present this new series of hands-on technology workshops, designed to improve your technical skills and present some of the best practices in teaching and learning with Blackboard.

Faculty will work within their own Blackboard course site(s). We invite you to bring your course material—documents, images, video, audio, etc. You will also gain access to the multimedia Blackboard tutorials online.

Each workshop is limited to 10 participants and reservations are required, please call (718) 951-4634.

For more information, visit: http://ait.brooklyn.cuny.edu

- **A Tour of Blackboard Enhanced** (For Blackboard First Time Users)
  Connect with the CUNY Portal and learn the basics of creating and developing a course on Blackboard, including setting up a materials delivery structure and personalizing course navigation.

  **Date/Time:** Thursday, **February 22**, from 1:00-2:00 PM  
  **Location:** Faculty Lab, Room 383 Library

  **Repeat Session:**  
  **Date/Time:** Tuesday, **February 27**, from 2:00-3:00 PM  
  **Location:** Faculty Lab, Room 383 Library

- **A Tour of Blackboard Enhanced** (For Blackboard users)
  Discover new Blackboard Content Management / Content Collections features, and become familiar with improved tools such as Item Analysis, the Retention Center and Blackboard Collaborate.

  **Date/Time:** Thursday, **March 1**, from 12:00-1:00 PM  
  **Location:** Faculty Lab, Room 383 Library

  **Repeat Session:**  
  **Date/Time:** Wednesday, **March 7**, from 3:00-4:00 PM  
  **Location:** Faculty Lab, Room 383 Library
• **Introduction to Blackboard Content Management System / Content Collection**
  During this workshop, participants will learn how to create, organize and manage Blackboard academic repositories, and share content within Blackboard courses and organizations.

  Date/Time:    Thursday, **March 8**, from 3:00-4:00 PM  
  Location:    Faculty Lab, Room 383 Library

• **Introduction to SafeAssign, Student Preview and Inline Grading**
  This is a hands-on introduction to SafeAssign tool used to encourage original writing. Participants will learn to use the tool to create SafeAssignments for student submissions and how to view, grade and manage them. Instructors will become familiar with the student preview function.

  Date/Time:    Wednesday, **March 14**, from 1:00-2:00 PM  
  Location:    Faculty Lab, Room 383 Library

• **Introduction to Turnitin**
  Learn how to create, review and grade Turnitin assignments. Discover the differences from SafeAssign.

  Date/Time:    Thursday, **March 15**, from 2:25-3:20 PM  
  Location:    Faculty Lab, Room 383 Library

• **Blackboard Assignment, Student Preview and Inline Grading**
  Having problems getting students’ papers via email? Blackboard assignment tool might be the solution. Participants will learn how to create assignments, associate them with rubrics and grade student’s papers inline. Instructors will become familiar with the student preview function.

  Date/Time:    Wednesday, **March 21**, from 12:00-1:00 PM  
  Location:    Faculty Lab, Room 383 Library

  **Repeat Sessions:**
  Date/Time:    Thursday, **March 22**, from 11:00 AM-12:00 PM  
  Location:    Faculty Lab, Room 383 Library

  Date/Time:    Thursday, **March 22**, from 1:00-2:00 PM  
  Location:    Faculty Lab, Room 383 Library

• **Creating Assessments in Blackboard and Using the Student Preview Function**
  Learn how to create, administer, and grade online tests in Blackboard. Instructors will become familiar with the student preview function.

  Date/Time:    Tuesday, **March 27**, from 2:00-3:00 PM  
  Location:    Faculty Lab, Room 383 Library
• **Creating Blackboard Online Test from Word Documents**
  Learn how to adjust the format of a Microsoft Word or another word processor document, and import it into your Blackboard course.

  Date/Time: Thursday, **March 29**, from 3:00-4:00 PM  
  Location: Faculty Lab, Room 383 Library

• **Item Analysis and Automated Regrading**
  Instructors will learn how to find statistics for tests and student performance on individual questions; modify test questions, and update students’ score automatically. Instructors will become familiar with the student preview function.

  Date/Time: Wednesday, **April 11**, from 3:00-4:00 PM  
  Location: Faculty Lab, Room 383 Library

• **Introduction to NJVID**
  **Blackboard Integrated Digital Media Repository**
  Learn how to create an NJVID assignment and allow students to easily upload class related digital media into NJVID. Discover how to review and publish students’ materials as well as edit and share your own media within the course or with the NJVID extended audience.

  Date/Time: Tuesday, **April 17**, from 2:15-3:20 PM  
  Location: Faculty Lab, Room 383 Library

  **Repeat Sessions:**
  Date/Time: Wednesday, **April 18**, from 12:00-1:00 PM  
  Location: Faculty Lab, Room 383 Library

  Date/Time: Tuesday, **April 24**, from 12:00-1:00 PM  
  Location: Faculty Lab, Room 383 Library

• **Working with Retention Center and Other Course Evaluation Tools**
  Become familiar with the Blackboard evaluation tools and get easy access to students who need immediate attention regarding to their grades, activities and course access.

  Date/Time: Thursday, **April 19**, from 3:00-4:00 PM  
  Location: Faculty Lab, Room 383 Library

• **The Blackboard Grade Center**
  Learn how to weight grade center items, access different grade center views, and export the grade center to Excel. Participants will also learn how to navigate the new Grade Center and customize it to suit their needs.

  Date/Time: Thursday, **April 26**, from 4:00-5:00 PM  
  Location: Faculty Lab, Room 383 Library
• **Blackboard Collaborate Ultra Basic**
  During this session instructors will explore Blackboard web conferencing tools and learn how to conduct a live online session.

  Date/Time:   Wednesday, **May 2**, from 2:00-3:00 PM  
  Location:   Faculty Lab, Room 384 Library

• **Archiving and Recycling Your Blackboard Course Site**
  Learn what to do with your course site(s) at the end of each semester and how to prepare for next semester.

  Date/Time:   Thursday, **May 3**, from 1:00-2:00 PM  
  Location:   Faculty Lab, Room 383 Library

  **Repeat Session:**
  Date/Time:   Friday, **May 4**, from 11:30 AM-12:30 PM  
  Location:   Faculty Lab, Room 384 Library

• **Blackboard Q & A**
  Join AIT Staff in this open, free-form session to discuss your Blackboard questions. If you will not be on campus for these Q&A sessions, we invite you to send your questions, problems or comments via e-mail to Carlos Cruz: carlosa@brooklyn.cuny.edu.

  Date/Time:   Friday, **February 23**, from 11:30 AM-12:30 PM  
  Location:   Faculty Lab, Room 384 Library

  **Repeat Sessions:**
  Date/Time:   Friday, **March 23**, from 11:30 AM-12:30 PM  
  Location:   Faculty Lab, Room 384 Library

  Date/Time:   Friday, **April 27**, from 11:30 AM-12:30 PM  
  Location:   Faculty Lab, Room 384 Library

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