Blackboard Workshop Series for Spring 2020

The Brooklyn College Library Office of Academic Information Technologies (AIT) is pleased to present this 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) 951-4667. To check for workshop updates and to subscribe to change notification, visit Spring 2020 Blackboard and Swivl workshop Series.

- **A Tour of Blackboard Enhanced** (For Blackboard First-Time Users)
  First time using Blackboard? 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 13**, 1:00-2:00 p.m.
  **Location:** Faculty Lab, 383 Library

  **Repeat Session:**
  **Date/Time:** Wednesday, **February 19**, 12:00-1:00 p.m.
  **Location:** Faculty Lab, 383 Library

- **A Tour of Blackboard Enhanced** (For Blackboard Users)
  Are you a Blackboard superuser? Discover new Blackboard features, and become familiar with improved tools such as Item Analysis, the Retention Center, and Blackboard Collaborate.

  **Date/Time:** Tuesday, **February 25**, 2:10-3:10 p.m.
  **Location:** Faculty Lab, 384 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:** Thursday, **February 27**, 11:30-12:30 p.m.
  **Location:** Faculty Lab, 383 Library
• **Introduction to Turnitin**
  Learn how to create Turnitin assignments, review and grade them. Find out how it differs from SafeAssign.
  
  **Date/Time:** Wednesday, **March 4**, 1:00-2:00 p.m.  
  **Location:** Faculty Lab, 383 Library

• **SafeAssign vs. Turnitin**
  Participants will discover some of the similarities and differences between SafeAssign and Turnitin.
  
  **Date/Time:** Thursday, **March 5**, 2:00-3:00 p.m.  
  **Location:** Faculty Lab, 383 Library

• **Recording Assignment Feedback**
  Do you want to know how to record an audio/video assignment feedback? Learn how to create personalized feedback recordings for individual assessment attempts or manual Gradebook items.
  
  **Date/Time:** Wednesday, **March 11**, 2:15-3:15 p.m.  
  **Location:** Faculty Lab, 383 Library

• **10 Best Practices in Teaching and Learning Online**
  This workshop will include learning about some Blackboard features that will help you align with these practices.
  
  **Date/Time:** Thursday, **March 12**, 1:00-2:00 p.m.  
  **Location:** Faculty Lab, 383 Library

  *Repeat Session:*
  **Date/Time:** Wednesday, **March 18**, 2:00-3:00 p.m.  
  **Location:** Faculty Lab, 384 Library

• **Creating Assessments in Blackboard**
  Have created test questions in Microsoft Word or another word processor, and wants to convert this document into a Blackboard online test? Learn how to create or import a test from word processing software or text editor, administer, and grade online tests in Blackboard.
  
  **Date/Time:** Thursday, **March 19**, 1:00-2:00 p.m.  
  **Location:** Faculty Lab, 383 Library

• **Blackboard Online Test, Item Analysis and Automated Regrading**
  Instructors will learn how to create an automatic grading test, find statistics for tests and student performance on individual questions, modify test questions, and update students’ score automatically.
  
  **Date/Time:** Wednesday, **March 25**, 2:00-3:00 p.m.  
  **Location:** Faculty Lab, 383 Library
• **Introduction to NJVID/Illumira**  
**Blackboard Integrated Digital Media Repository**  
Do you want to upload media files on Blackboard or create assignments for students to upload and share video and audio with you and the rest of the class? 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:** Thursday, **March 26**, 2:00-3:00 p.m.  
**Location:** Faculty Lab, 383 Library

**Repeat Session:**  
**Date/Time:** Wednesday, **April 1**, 3:00-4:00 p.m.  
**Location:** Faculty Lab, 383 Library

• **The Blackboard Grade Center**  
Are you organizing your course grades, and found that the grade schemas does not correspond with your expectations? Want to drop the lower graded assignment from the grade calculation or the weighted total is more than 100 points? 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:** Wednesday, **April 22**, 1:00-2:00 p.m.  
**Location:** Faculty Lab, 383 Library

**Repeat Session:**  
**Date/Time:** Thursday, **April 23**, 2:00-3:00 p.m.  
**Location:** Faculty Lab, 383 Library

• **Blackboard Collaborate Basic**  
Do you need to recover a missing class session, or are interesting on create virtual office hours? The Blackboard Collaborate function may help you to reach these goals. During this session instructors will explore Blackboard web conferencing tools and learn how to conduct a live online session.

**Date/Time:** Thursday, **April 30**, 1:00-2:00 p.m.  
**Location:** Faculty Lab, 383 Library

• **Archiving and Recycling Your Blackboard Course Site**  
Are you teaching the same class next semester, and want to keep a saved copy of the content, and the Grade Center on your computer desktop? This is the right workshop for you. Learn what to do with your course site(s) at the end of each semester and how to prepare for next semester.

**Date/Time:** Wednesday, **May 6**, 12:00-1:00 p.m.  
**Location:** Faculty Lab, 383 Library

**Repeat Session:**  
**Date/Time:** Thursday, **May 7**, 2:00-3:00 p.m.  
**Location:** Faculty Lab, 383 Library
• **Open Blackboard Q & A**
  Bring your questions every other Friday of the month! Join AIT Staff in this open, free-form session to discuss your Blackboard issues. 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 14**, 11:30 a.m.-12:30 p.m.
  Location: Faculty Lab, 383 Library

  Date/Time: Friday, **February 28**, 11:30 a.m.-12:30 p.m.
  Location: Faculty Lab, 383 Library

  Date/Time: Friday, **March 13**, 11:30 a.m.-12:30 p.m.
  Location: Faculty Lab, 383 Library

  Date/Time: Friday, **March 27**, 11:30 a.m.-12:30 p.m.
  Location: Faculty Lab, 383 Library

  Date/Time: Friday, **April 24**, 11:30 a.m.-12:30 noon
  Location: Faculty Lab, 383 Library

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