

North Carolina A&T State University Blackboard Faculty Support



Summer 2009 Blackboard Training

All Summer 2009 Blackboard Faculty Training workshops will be held in the **Center for Distance Learning (CDL)** (1020 E. Wendover Avenue – Suite 202). Due to limited seating, registration is **required** for participation.

To register for a workshop:

1. Access the NC A&T SU Training Management System: <http://www.ncat.edu/training/>.
2. **Login** (top right corner) using your NC A&T email **username** and **password**.
3. Click the **Training Schedule** link (top of page). Search for the desired workshop.
4. Click **Register** beside the desired workshop.

Reservations can also be made via email (tolewis@ncat.edu) or by calling 336-256-0211 ext. 2004. **Contact Person: Dr. Tracie O. Lewis.**

To download step-by-step handouts for faculty and students, visit the **Blackboard Faculty Training Website**: <http://www.ncat.edu/~training/blackboard>.

May 2009

Date	Day	Workshop Title	Time
May 5 th	Tuesday	Creating and Uploading Podcasts in Blackboard	1:00 – 2:30 p.m.
May 7 th	Thursday	Blackboard Discussion Board	9:00 – 11:00 a.m.
May 8 th	Friday	Blackboard 8.0 Grade Center	11:00 – 1:00 p.m.
May 11 th	Monday	Wikis	2:00 – 3:00 p.m.
May 11 th	Monday	Blogs	3:30 – 4:30 p.m.
May 12 th	Tuesday	Creating and Adding Assessments	9:00 – 11:00 a.m.
May 12 th	Tuesday	Blackboard 8.0 Grade Center	2:00 – 4:00 p.m.
May 13 th	Wednesday	Blackboard 8.0 Grade Center	9:00 – 11:00 a.m.
May 13 th	Wednesday	Adding Lectures in Blackboard	2:00 – 3:30 p.m.
May 18 th	Monday	Managing Groups in Blackboard	2:00 – 3:00 p.m.
May 19 th	Tuesday	Assignment Manager vs. Digital Drop Box	2:00 – 4:00 p.m.
May 20 th	Wednesday	Creating and Uploading Podcasts in Blackboard	9:00 – 10:30 a.m.
May 21 st	Thursday	Blogs	10:00 – 11:00 a.m.
May 26 th	Tuesday	Self and Peer Assessment	9:00 – 10:00 a.m.
May 26 th	Tuesday	Wikis	2:00 – 3:00 p.m.

May 2009 (continued)

Date	Day	Workshop Title	Time
May 27 th	Wednesday	Respondus	12:00 – 2:00 p.m.
May 28 th	Thursday	Adding Lectures in Blackboard	9:00 – 10:30 a.m.

June 2009

Date	Day	Workshop Title	Time
June 1 st	Monday	Introduction to Blackboard (Parts I and II)	1:00 – 4:00 p.m.
June 2 nd	Tuesday	Adding Lectures in Blackboard	2:00 – 3:30 p.m.
June 3 rd	Wednesday	Creating and Uploading Podcasts in Blackboard	10:00 – 11:30 a.m.
June 4 th	Thursday	Blackboard 8.0 Grade Center	9:00 – 11:00 a.m.
June 4 th	Thursday	Blogs	1:00 – 2:00 p.m.
June 10 th	Wednesday	Wikis	10:00 – 11:00 a.m.
June 10 th	Wednesday	Assignment Manager vs. Digital Drop Box	1:00 – 2:30 p.m.
June 11 th	Thursday	Introduction to Blackboard (Parts I and II)	9:00 – 12:00 p.m.
June 15 th	Monday	Creating and Adding Assessments	10:00 – 12:00 p.m.
June 16 th	Tuesday	Course Tools	2:00 – 4:00 p.m.
June 17 th	Wednesday	Managing Groups in Blackboard	10:00 – 11:00 a.m.
June 17 th	Wednesday	Blackboard Discussion Board	1:00 – 3:00 p.m.
June 18 th	Thursday	Self and Peer Assessment	9:00 – 10:00 a.m.
June 18 th	Thursday	Wikis	3:00 – 4:00 p.m.
June 19 th	Friday	Respondus	11:00 – 1:00 p.m.
June 22 nd	Monday	Blackboard 8.0 Grade Center	1:00 – 3:00 p.m.
June 23 rd	Tuesday	Blogs	9:00 – 10:00 a.m.
June 24 th	Wednesday	Adding Lectures in Blackboard	9:00 – 10:30 a.m.
June 24 th	Wednesday	Blackboard 8.0 Grade Center	2:00 – 4:00 p.m.
June 25 th	Thursday	Creating and Uploading Podcasts in Blackboard	2:00 – 3:30 p.m.

July 2009

Date	Day	Workshop Title	Time
July 1 st	Wednesday	Wikis	9:00 – 10:00 a.m.
July 2 nd	Thursday	Adding Lectures in Blackboard	2:00 – 3:30 p.m.
July 6 th	Monday	Creating and Adding Assessments	1:00 – 3:00 p.m.
July 7 th	Tuesday	Blogs	1:00 – 2:00 p.m.
July 8 th	Wednesday	Assignment Manager vs. Digital Drop Box	12:00 – 1:30 p.m.
July 9 th	Thursday	Blackboard 8.0 Grade Center	1:00 – 3:00 p.m.

July 2009 (continued)

Date	Day	Workshop Title	Time
July 21 st	Tuesday	Blackboard 8.0 Grade Center	2:00 – 4:00 p.m.
July 22 nd	Wednesday	Creating and Uploading Podcasts in Blackboard	12:00 – 1:30 p.m.
July 29 th	Wednesday	Blackboard 8.0 Grade Center	9:00 – 11:00 a.m.
July 30 th	Thursday	Introduction to Blackboard (Parts I and II)	1:00 – 4:00 p.m.

Workshop Descriptions

Adding Lectures in Blackboard

This workshop is designed to assist instructors with adding audio and video lectures in Blackboard. Participants will also learn to add audio and video clips to PowerPoint presentations for use as lectures in Blackboard.

Prerequisites: None

Assignment Manager vs. Digital Drop Box

This workshop will provide information on creating assignments using the Assignment Manager, which is a tool for managing assignments in Blackboard. This tool, which is preferred over the *Digital Drop Box*, allows instructors to create assignments in any content area and post them for students to complete and submit in Blackboard. Creating an assignment using the Assignment Manager automatically creates a listing for the item in the Gradebook, which stores all submitted student assignments. Participants will also learn to download assignments from the Gradebook

Prerequisites: None

Blackboard 8.0 Grade Center

The new Grade Center (formerly called the Gradebook) was completely redesigned to include easier and more efficient navigation with the ability to freeze columns and rows, filter by groups and course sections, and send emails directly from the Grade Center. Faculty can also complete simple calculations, including averages, maximum, minimum, total, and weighting.

Prerequisites: None

Blackboard Discussion Board

This workshop will provide detailed information on creating discussion forums in Blackboard. The discussion board has several new features and enhancements of old features.

Prerequisites: None

Blogs

This workshop will focus on the use of blogs in web-based courses. Participants will learn how a blog can be a useful tool for assignments, group work tracking, and as a peer review tool. Participants will learn to use the new *Learning Objects Journal LX Blog Tool* in Blackboard.

Prerequisites: None

Creating and Adding Assessments

This workshop will provide detailed information on creating assessments in Blackboard. Instructors have several options for creating assessments, including typing questions in Blackboard, copying and pasting questions, and uploading questions. Assessments can be placed in any content area within Blackboard and can be scored by the Blackboard system.

Prerequisites: None

Creating and Uploading Podcasts

This hands-on workshop will focus on the creation and production of podcasts. Participants will create an actual podcast that can be used for an online class. The software that will be used is Audacity. This class will cover the production, editing, and uploading of podcasts created during this session.

Prerequisites: This hands-on workshop is designed for participants who have prior experience with Blackboard.

Introduction to Blackboard – Parts I and II Condensed

This condensed version of Introduction to Blackboard Parts I and II will provide information on accessing Blackboard, establishing course settings, managing the course menu, customizing content areas, and creating announcements. Participants will also learn to add content items, graphics, audio clips, and video clips to folders.

Prerequisites: None

Managing Groups in Blackboard

This workshop will focus on managing the group functions within Blackboard. Participants will learn how to create groups, modify options for newly created groups, and removing members from select groups. This workshop will also focus on appropriate times to use groups in an online format and review some common tips/themes/procedures for faculty to use during online groups.

Prerequisites: None

Respondus

Respondus is a valuable tool used to create and manage exams that can be published directly to Blackboard. With Respondus, instructors can create exams offline in the familiar Windows environment and import the exams into Blackboard. Respondus also allows instructors to create exams using an exam wizard; add tables, bulleted lists, enhanced formatting, and font changes; embed graphics, audio, and video; use test banks from textbook publishers; and create random sets of questions. Workshop participants will learn to create exams and surveys using Respondus.

Prerequisites: None

Self and Peer Assessment

The Self and Peer Assessment system enables instructors to create assessments that can be formally evaluated by students and their peers. After completing assessments, students use specific criteria to evaluate their own work and the work of their peers. Students can rate certain aspects of the assessment and provide comments for their peers. In this hands-on workshop, participants will learn to create and manage self and peer assessments.

Prerequisites: None

Wikis

This workshop will focus on the construction of wikis and their use in online courses. This workshop will focus on project development and peer review, group authoring, project tracking, and the distribution of information. Participants will learn to use the new *Learning Objects Teams LX Wiki Tool* in Blackboard.

Prerequisites: None