

## Center for Online Teaching and Learning

### Workshop Schedule

<b>October, 2014</b>		
Saturday, October 4 <sup>th</sup>	10 am -12 Noon D2430B	<b>Adjunct Training Session</b> This Saturday session will introduce adjuncts to Blackboard features and help them get started using Blackboard.
Thursday October 9	3:00 – 4:30 pm D2430G	<b>Grade Center</b> This session will cover how to manually create a column, how to manage column organization, how to create favorites, and other tips on Grade Center features. You will get a “sneak peak” into the features available in our new version of Blackboard for January!
Wednesday, October 15 <sup>th</sup>	10:00 am- 12pm D2430E	<b>Open Session - Got a Blackboard Question?</b> Staff from the Center for Online Teaching and Learning will be available in the “Cube” to answer your one-on-one questions about using Blackboard.
Tuesday, October 21	3:00 – 4:00 pm D2430G	<b>Using Respondus to Upload exams to Blackboard</b> This session explores how to download and use Respondus software to easily create an exam from scratch or digital exam, and upload it to Blackboard.
<b>November, 2014</b>		
Wednesday, November 12	10:00 am- 12pm D2430E	<b>Blogs, Wikis, and Journals</b> Come to this session to learn the difference between Blackboard blogs, wikis, and journals, and explore how to use these tools in your class.  <b>Open Session - Got a Blackboard Question?</b> Staff will be available in the “Cube” to answer your one-on-one questions about using Blackboard.  <b>*The first hour will be an Open Session, followed by the Blogs, Wikis, and Journals topic presentation*</b>

Thursday, November 13	2:00 – 4:00 pm Virtual Session	<b>Open Session via Collaborate</b>  In December, we will install the April Release version of Blackboard. Join us online to preview the new features for Spring 2015 classes!
Thursday, November 20th	2:00 – 4:00 pm D2430G	<b>Using Blackboard Collaborate</b>  If you haven't used Collaborate for conferencing with your students online, you will want to come to this session to learn how to set up a session and use basic Collaborate features. In this "hands on" session, you will learn how to download and install the new Launcher for the updated Collaborate version that will be utilized in January, 2015.
<b>December, 2014</b>		
Tuesday, December 2	10:00 am -12:00 pm D2430G	Wrapping up your Blackboard course.  In this session, you can copy a previous course into your Spring 2014 shell, ready for Blackboard April Release!

## Student Orientation Sessions - Fall 2014

Two Blackboard Student Orientation sessions will be offered in **FALL 2014**:

Thursday, October 16	3:00 – 4:00 pm D2430G	<b>Blackboard Orientation for Students</b>  <b>Do you have questions about the Discussion Board? Not sure how to submit an assignment? This workshop will give a better understanding of how to use Blackboard and whom to contact if you have questions.</b>
Thursday, November 6	3:00 – 4:00 pm D2430G	<b>Blackboard Orientation for Students</b>  <b>Do you have questions about the Discussion Board? Not sure how to submit an assignment? This workshop will give a better understanding of how to use Blackboard and whom to contact if you have questions.</b>

\* Please note: Any changes to this schedule will be sent via email and posted on the COTL website \*