cot1 Workshops

January, 2016

Wednesday January 13th	1:00 – 2:30 pm D2430D	**Getting Ready for your Spring 2016 Course** This session will cover how to set up your Spring course. Basic Blackboard tasks such as creating a profile picture, adding a color scheme, creating a banner, uploading your syllabus, and creating a welcome announcement. ***Beginner's workshop***
Thursday, January 14th	10:00 - 11:30 am D2430D	**Getting Ready for your Spring 2016 Course** This session will cover how to set up your Spring course. Basic Blackboard tasks such as creating a profile picture, adding a color scheme, creating a banner, uploading your syllabus, and creating a welcome announcement. ***Beginner's workshop***

February, 2016

Wednesday, February 10th	10:00 - 11:30 am D2430J	**Using the Grade Center Effectively** This workshop begins with a quick overview of the Grade Center and then shows you how to delete unneeded columns, how to make hidden columns visible, and how to arrange columns for chronological display in the students' My Grades link.
Thursday, February 11th	10:00 - 11:30 am D2430J	**Using the Grade Center Effectively** This workshop begins with a quick overview of the Grade Center and then shows you how to delete unneeded columns, how to make hidden columns visible, and how to arrange columns for chronological display in the students' My Grades link.
Friday, February 26th	10:00-11:30 am D2430G	**Creating Assignments using Blackboard Safe Assign** Discover how to use Safe Assign to prevent plagiarism and create opportunities to help students identify how to properly cite sources for submitted assignments.
Monday, February 29th	2:00-3:30 pm D2430G	**Facilitating Your Online Course** If you are new to teaching online, this workshop will explore best practices for facilitating your online course. Topics such as facilitator competencies, course management, and common challenges in online teaching will be discussed.

March, 2016		
Tuesday, March 8th	10:00-11:30 am D2430C	**Using Blackboard Collaborate** 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 also learn how to download and install the Collaborate Launcher.
Saturday, March 12th	10:00 am-12:00 pm D2430D	**Adjunct Training Session** This Saturday session will introduce adjuncts to the Blackboard environment and help get started using Blackboard. Various tools and features will be explored. ***Beginner's workshop***
Wednesday, March 30th	1:00-2:30 pm D2430J	**Open Session - Got a Blackboard Question?** 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.
April, 2016		
Tuesday, April 12th	10:00-11:30 am D2430C	**Using Respondus to Upload exams to Blackboard** 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.
Wednesday, April 13th	1:00-2:30 pm D2430J	**Open Session - Got a Blackboard Question?** 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.
May, 2016		
Wednesday, May 4th	1:00-2:30 pm D2430J	**Open Session - Got a Blackboard Question?** 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.

Blackboard Workshops
Blackboard Student Training Sessions

All Students		
Thursday, January 14th		**Blackboard Orientation for Students** **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.**
Friday, January 15th		**Blackboard Orientation for Students** **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.**
Academic Resource Students		
Tuesday, January 19th Thursday, January 21st	D 2430C	**Blackboard Orientation for Students** **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.**

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