Fall 2015 Instructional Technology Training Schedule

Unless otherwise specified on myUMBC, workshops take place in **ENG 025**. *Three (3) or more* people must [RSVP via myUMBC group](#) for a workshop to take place. Instructional Technology staff will send reminders 24 hours before a workshop.

Please [contact our team](#) to request a customized training session for your department. Stop by ENG 025 every Monday during the free hour for walk-in support.

Wed, Aug 19, 12-12:50pm	**Reusing & Recycling Your Course Content** Reuse your course content from semester to semester with the Course Copy tool. Learn how to share content with other instructors and Blackboard users or groups with the Blackboard Content Collection.
Wed, Aug 26, 12-12:50pm	**Getting Up and Running with Blackboard** In this session, participants will be given a basic overview of Blackboard. Topics covered will include creating announcements, adding your syllabus and other course documents, and how to change the look and feel of your course in the teaching style area.
Wed, Sep 2, 12-12:50pm	**Complete Tasks Quickly with Qwickly** Qwickly is tool that was designed to simplify the workflow of common tasks in Blackboard. In this session participants will learn how to access Qwickly to streamline course availability, posting announcements, and sending emails.
Wed, Sep 2, 1-1:50pm	**Collaboration in Real Time with Blackboard Collaborate** In this workshop participants will learn how to create Bb Collaborate sessions, the tools that are available inside collaborate including chat, sharing desktop applications, whiteboard, and PowerPoint presentations. Record sessions so students can refer back to them later for review.
Wed, Sep 9, 12-12:50pm	**Grading & the Blackboard Grade Center** Using the Grade Center helps instructors stay organized and informs students of where their course performance. Explore features such as grading schema, categories, color coding, and editing important column information.
Wed, Sep 16, 12-12:50pm	**Universal Design for Learning** In this introduction to Universal Design for Learning (UDL), participants will learn about key foundational concepts of UDL for providing accessible course materials and review alternative methods and resources for developing accessible course materials.
Wed, Sep 23, 12-12:50pm	**Why Do I Need Blackboard?** You're a face-to-face instructor, so why do you have a Blackboard shell, and why should you care? This workshop will show you both pedagogical and technical reasons face-to-face instructors should make use of Blackboard, and will list various ways Blackboard can support your face-to-face instruction. Blackboard... it's not just for online!
Wed, Sep 23, 1-1:50pm	**"You Did It!" Using Achievements to Motivate Your Students** The achievements tool allows instructors to designate criteria for issuing rewards to students in the form of both badges and certificates. Students can see which rewards they've earned, providing insight into learning progression toward defined learning objectives. This workshop will focus on how to use the achievements tool to help motivate students in your course. Effective practices will also be discussed.
Wed, Sep 30, 1-1:50pm	**Organizing Your Course Content in Box** Box is an online file sharing system that users can access from multiple devices (computers, smart phones, and tablets). Box also allows users to easily share files and folders with others. In this session, participants will explore the features inside of Box to create, share, and embed documents and videos in a Bb course.
Wed, Oct 7, 12-12:50pm	**Assessing Your Learners in Blackboard** Creating assessments and assignments in Blackboard can ease the pain of collecting stacks of papers and/or grading scantrons. In this session, participants will explore how to create and deploy various types of assessments, and also how to manage Blackboard assignments.

Wed, Oct 7,
1-1:50pm

Rev Up Your Course with Rubrics

Rubrics can help students organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students. Rubrics can help ensure consistent and impartial grading. This workshop will focus on how to create rubrics in Blackboard and deploy them with specific activities. Co-facilitated by Dr. Jennifer Harrison, Faculty Development Center.

Wed, Oct 14,
12-12:50pm

Student Outreach & Retention (SOAR) with Bb

Discover which students in your course are at risk. Track students, get early insight into student performance, and check the overall academic health of your class. Apply best practices for communication, outreach and retention using a wide range of Blackboard tools.

Wed, Oct 14,
1-1:50pm

Flipping Out Screencasting and You!

Showing students how to navigate a course or a new program can take up valuable instruction time in class. Screencasting allows instructors to easily record and upload short tutorial videos to their Box accounts and share them with students. This workshop focuses on how to activate your TechSmith Relay account, link this account with Box, and share videos on Blackboard. Effective practices will also be discussed.

Wed, Oct 21,
12-12:50pm

Academic Honesty & Plagiarism in the Digital Age

Are you in tune with today's generation of college students? Participants in this workshop will review the culture of cheating, explore the plagiarism spectrum, and learn about technology tools such as SafeAssign to help identify plagiarism and Respondus Lockdown Browser to ensure academic honesty in the virtual classroom.

Wed, Oct 28,
12-12:50pm

Using Quality Matters to Improve Your Course Design

Quality Matters is internationally recognized worldwide as a peer review process to assess the design quality of an online or hybrid course. Attend this workshop to explore the [Quality Matters rubric](#). Whether you are interested in designing your first online/hybrid course or improving your existing online/hybrid course, this workshop will provide the foundation for best practices in course design.

Wed, Nov 4,
12-12:50pm

New or Original? Reviewing Blackboard Collaborate Options

Blackboard Collaborate with the Ultra experience introduces exciting new opportunities to engage learners. Faculty can conduct fully online class experiences in real-time, prepare lessons for flipping the classroom, and conduct high quality video conferences. Learn the differences between the new and original Collaborate, test drive the virtual environment, and prepare for the Spring 2016 launch.

Thu., Nov 12,
12-1:30pm

Full Service or A La Carte

The spectrum of course delivery models is broad and ranges from traditional, face-to-face to fully online instruction. But what lies between these two options? And how is technology used in these delivery models to enhance teaching and learning? This workshop will provide an introduction to the course delivery formats defined by the National Center for Academic Transformation and highlight strategies for using technology within those delivery formats.

Wed, Nov 18,
12-12:50pm

3 Ways Learning Analytics Can Inform Your Teaching Practices

Blackboard learning analytics can provide an overwhelming amount of background data. How much of that can be used to inform and assess your teaching practice? Attend this workshop to learn about different ways Blackboard learning analytics are used at UMBC and identify ways you can use course data to improve and strengthen your own teaching practices. Topics include item analysis, performance dashboard, course reports, and course analytics.

Wed, Dec 2,
12-12:50pm

Snow Days & Sick Days: Staying on Schedule with Bb & Other Tools

We all have those days when the weather or other unforeseen events make physically attending class a problem. This workshop helps faculty develop a plan for having content or modules ready to teach online if disaster strikes. Topics also include communication, web conferencing, and assessment tools.