E-Learning Training Session Descriptions

Don’t forget to sign up by following this link: www.southwesterncc.edu/professional-development

Blackboard Basics
Whether you are brand new to Blackboard or just need a quick refresher, this course is designed to walk you through everything you need to know to set up a basic Blackboard shell for your face to face or hybrid class. In this session you will learn to:

• Navigate through your Blackboard Course
• Add materials (like your syllabus, class notes, PowerPoints or websites)
• Explore resources available to you and your students

Blackboard Grade Center
The Blackboard Grade Center allows you to communicate your expectations to students, and gives them a tool to track their progression. In this two hour hands on session, we will explore how to setup your Grade Center to calculate as you expect. Be sure to bring a copy of a syllabus from one of your classes to use as a guide. In this session you will learn to:

• Describe Blackboard’s grading methods
• Create manual grade center columns
• Create calculated grade center columns
• Organize your grade center using Smartviews

Blackboard Tools
This training is for instructors who are comfortable with the Course Readiness Review process and are interested in learning more about using Blackboard’s additional tools to foster collaboration and communication in their web-centered or hybrid courses, or to supplement their seat-based classes.

After this training, you will be able to:
• Identify the Blackboard tools that help build collaboration
• Describe how you can use journals, blogs, and wikis in the online setting.
• Explain the benefits and challenges of student collaboration in the online setting.

Camtasia
Camtasia is a video editing program that you may choose to incorporate into your courses to add a personal touch to your class. We will go over the basics of using Camtasia, plus how to add the video to your course. In this training, you will learn to:

• Create videos that students can watch over and over again.
• Use Camtasia to record your computer screens as well as voiceovers.
• Link to the finished videos into your Blackboard courses.

Course Readiness Review
This training is designed for instructors who are interested in the Course Readiness Review process and want to learn how to meet the expectations of the Web-Centered Course Readiness Review.

After this training, you will be able to:
• Describe the SCC Course Readiness Review Process.
• Identify the elements that are required in SCC web-centered courses to meet expectations for SCC’s Course Readiness Review.
• Understand the reasoning behind each required item and how these items lead to a more consistent learning environment for students.
• Incorporate the required elements into your course to meet expectations for the Course Readiness Review.

Course Design
This training is for instructors who are comfortable with the Course Readiness Review process and are interested in learning more about how to design their online courses in alignment with best practices.

After this training, you will be able to:
• Identify key best practices associated with online course design.
• Design and write course objectives, and select tools that support the objectives.
• Identify tools and strategies to support course objectives.

Cyberduck
Cyberduck is Southwestern Community College’s FTP client, allowing instructors to store large files on our media server instead of within Blackboard courses. By storing files on the media server and linking to the files in Blackboard, we save much-needed space
within the Blackboard system. This training will walk you through downloading the program to your laptop and uploading/downloading files. You will learn how to:

• Install CyberDuck on your computer
• Manage your files
• Link to files in your Blackboard course, website or emails

**Respondus**
Respondus is a way to upload tests created in Word into Blackboard without having to type them all in manually. We will show you how to create tests in the proper manner, then how to upload them into Blackboard. In this session, you will learn to:

• Convert tests to the correct format to upload into Respondus
• Upload tests into Respondus
• Create and deploy tests in Blackboard