Faculty Teaching and Learning Center

July 2017

CSU Bakersfield

What's New with the FTLC?

Faculty Director of Teaching and Learning Center

Dr. Chandra Commuri has been appointed the Faculty Director of the Faculty Teaching and Learning Center (FTLC). Dr. Commuri came to the university in 2001 as an Assistant Professor and currently serves as a Professor in the Department of Public Policy and Administration. He will join Dr. Charlene Hu, Director of Instructional Development and the rest of the TLC staff to work on faculty professional development and pedagogy.

Faculty Coordinator of Online Instruction and Assessment

Dr. Bob Carlisle has been selected to continue as the Faculty Coordinator of Online Instruction and Assessment. The search committee recognized Dr. Carlisle's continued involvement in online instruction and the quality assurance program. He has been serving in this important role since 2013. Two of his online courses have received Quality Matters (QM) certification. One of them was recognized as an Exemplary Course by the CSU Quality Online Learning and Teaching program (QOLT). He is a QM trained master reviewer and has been actively involved in the course review process on our campus and other CSU campuses. In this position, he will work closely with the Faculty Teaching and Learning Center to plan and conduct initiatives and activities including online course and/or program assessment.

Faculty Teaching and Learning Center Summer Hours

The Faculty Teaching and Learning Center is open during the summer to assist you with any Blackboard, teaching or technology assistance you require. The FTLC staff will be available from 7:00 am – 5:00 pm Monday-Thursday. If you require assistance, you can schedule individual consultations with staff members, email or call as usual. Blackboard course creations or copy requests should be submitted through the Blackboard Course Request Form.

Summer Institute 2017

The 7th Summer Institute for Online Teaching was held May 22-25, 2017 with course reviews scheduled for August 14-17, 2017. The goals of the workshop include helping participants

- Become familiar with Quality Matters standards for online course design
- Design or redesign an online course of their choice using the Quality Matters rubric

Thirty-two participants attended the first week of the Summer Institute for Online Teaching where they reviewed the Quality Matters rubric and refreshed their knowledge and skills on the Blackboard Learning Management System. During the Institute, participants had ample opportunities to design/redesign their online courses. Each participant completed the Summer Institute Evaluation, which allows the TLC to identify components of the Institute instructors enjoy and areas that can be improved. All participants felt the Summer Institute was informative, contained appropriate activities, provided examples of best practices and incorporated effective facilitators. Participants also provided helpful suggestions on how the Institute could be improved such as providing information on the difference between online and hybrid courses, scheduling speakers in the morning and reserving work time for the afternoon, and providing additional Blackboard breakout sessions.

Advanced Summer Institute 2017

The 2nd Advanced Summer Institute (ASI) was held May 30th-June 2nd, 2017. The Advanced Summer Institute focuses on innovative pedagogy for teaching online/hybrid courses and is intended for faculty members with at least two years of online teaching experience. The workshop allowed participants to:

- Share ideas and strategies in the design and teaching of online courses.
- Explore and apply emerging technology tools and applications.
- Identify and create a small assignment to be implemented into a F2F, hybrid, and/or online course.

The 2017 institute focused on four major themes (1) Integrating Multimedia and Video, (2) Creating Group Projects, (3) Accessibility and Test Banks and (4) Feedback and Grading in Large Classes. Themes were identified based on input from participant applications and integrated into a combination of direct instruction, group sharing and application and integration. Thirteen participants from Art and Humanities, Natural Sciences, Mathematics and Engineering, Social Sciences and Education and Business and Public Administration attended the Advanced Summer Institute. Results of the ASI survey indicated that the participants were very satisfied with the institute. They felt the institute met their expectations, was appropriate in length and provided example of best practices. Numerous participants indicated that the most beneficial aspect of the institute was the group sharing because they gained valuable ideas to utilize in their courses from their colleagues.
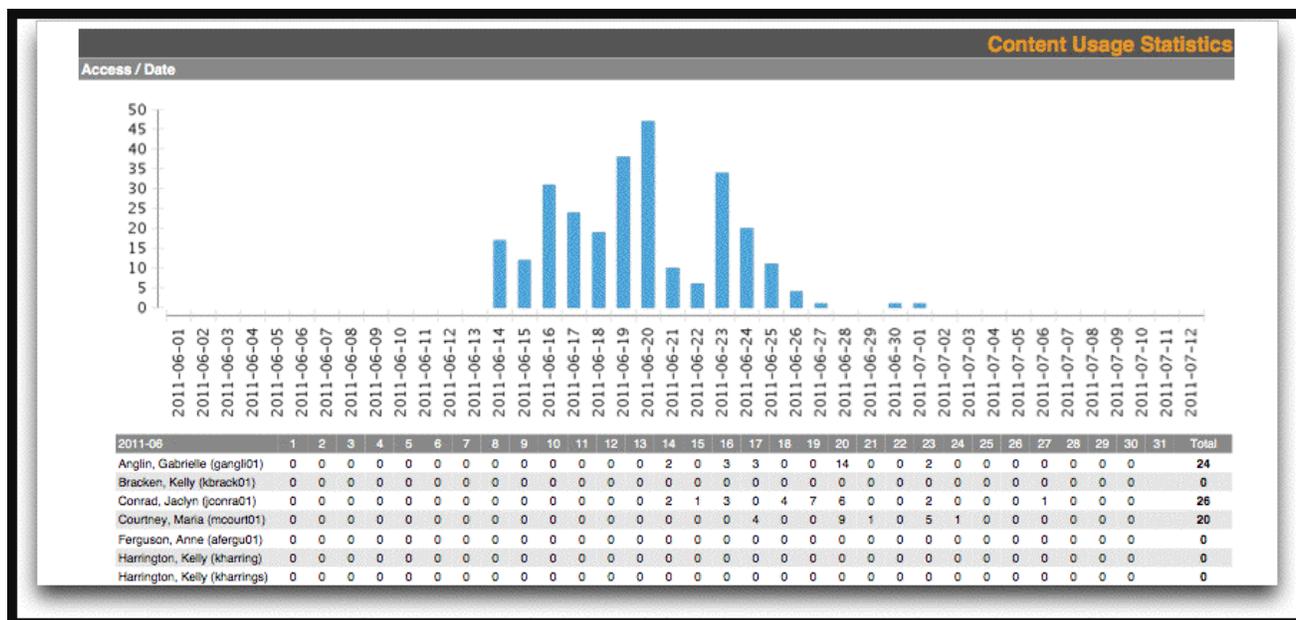
Blackboard Tips and Tricks: Statistics Tracking

Did you know that there is a way to track student access on content within your course? Statistics Tracking can be turned on for individual items and can provide detailed usage information about your content. Once you have enabled Statistics Tracking on items within your course, you can generate a report that displays student access by date, hour of the day and day of the week. Keep in mind that this feature must be set on individual items within your course.

To enable Statistics Tracking complete the following steps:

1. In Edit Mode, access an item's menu and select **Statistics Tracking**.
2. Select **On** to enable statistics tracking for the item.
3. Select **Submit**.
   *Enabled: Statistics Tracking appears after the item name.

To access Statistics Tracking reports complete the following steps:

1. In Edit Mode, access an item's menu and select **View Statistics Report**. This link doesn't appear if you didn't enable statistics tracking for the content item.
2. On the Course Reports page, access the Content Usage Statistics menu and select **Run**.
3. On the Run Reports page, select a format for the generated report from the menu.
4. Select dates.
5. If you don't select users, the report automatically runs with all users. Or, you can specify users in the Select Users list.
   *For Windows, to select multiple users in a list, press the Shift key and select the first and last users. To select users out of sequence, press the Ctrl key and select each user needed. For Macs, press the Command key instead of the Ctrl key.
6. Select **Submit** to run the report.
7. On the Successful Run: Content Usage Statistics page, select **Download Report** to view the results.

Content Usage Statistics

Access / Date

2011-06	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Anglin, Gabrielle (gangli01)	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	3	3	0	0	14	0	0	2	0	0	0	0	0	0	0	0	24
Bracken, Kelly (kbrack01)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Conrad, Jaclyn (jconra01)	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0			26
Courtney, Maria (mcourt01)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	9	1	0	5	1	0	0	0	0	0	0	0	20
Ferguson, Anne (afergu01)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harrington, Kelly (kharring)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harrington, Kelly (kharrings)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Website Updates

The Faculty Teaching and Learning Center (FLTC) is constantly working to improve our services and resources. The website has recently undergone changes in an attempt to make it easier to locate information relevant to faculty and staff. The right side navigation, which used to house the Blackboard LMS Support form link, has been modified to include a **Blackboard Course Request Form** link as well as a link to the **Blackboard FAQs** and **Blackboard Handouts**. By making these resources more prominent on the page, we are hoping to empower faculty to find answers to their Blackboard questions with ease. Additionally, a link to our Facebook page has been added at the bottom of our homepage.

Fall workshops are currently being scheduled and will be added to the FLTC website in the coming weeks. Workshop topics can also be requested and scheduled individually, for small groups or departments.

Let us know how we can best serve you!

Faculty Teaching & Learning Center

California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311-1022

Phone: (661) 654-2084
Fax: (661) 654-6984
Website: http://www.csub.edu/tlc
Email: tlc@csub.edu

Office: Walter Stiern Library (WSL)
          Room 102

Blackboard Course Request Form

Blackboard FAQs

Blackboard Handouts

Walter Stiern Library

Find us on **f**

Submit requests for new courses or copies of previous courses here.

Access frequently asked questions such as how to enroll students or change Blackboard course names here.

Access PDF handouts for completing various tasks in Blackboard here.

Access the FTLC Facebook page here.

Instructional Video Competition

The FTLC is excited to announce the second instructional video competition that will run from July 1, 2017-September 29, 2017. Instructor created educational videos can be a great supplement to any classroom, especially in the online or hybrid environment. Showcase your recording and editing skills by creating a short instructional video on a topic of your choice and you could win one of three cash prizes!

1st place: $800   **2nd place: $500**   **3rd place: $300**

A group of panelists will judge each video based on specific elements. The following is a broad listing of the criteria for the video competition:

- Minimum of 5 minutes up to a maximum of 10 minutes in length.
- Educational topic related to one or more course objectives.
- Clear and audible with editing in Camtasia Studio to enhance the sound.
- Created by the faculty/staff member with no assistance from the FTLC.
- Contain two or more Camtasia Studio elements (e.g. Transitions, Call-Outs, Captions, etc.).
- Can contain additional assets such as images, music, title cards, etc.
- All videos must be submitted as either an MP4 or MP4 with smart player.
- All videos must have been created and edited in the past two years.

Please contact Anthony Bolanos at abolanos@csub.edu or (661)654-3907 for additional information.

***Winners of the 2016 FTLC video competition are not eligible to compete in the 2017 FTLC video competition.

Upcoming Events

The Faculty Teaching and Learning Center and Extended University are collaborating to provide a faculty workshop titled *Preparing a Winter Session Course*. The workshop will focus on strategies to assist in converting a semester course to a 13-day winter course. Participants will also discuss best instructional practices for delivering a condensed course. Faculty members who have taught previous winter session courses will be available to provide feedback on successes and challenges they faced when preparing and teaching during the winter term. All faculty members are welcome and encouraged to attend. Breakfast will be provided for individuals who register in advance!

Preparing a Winter Session Course
Friday, September 8, 2017
8:15-11:30 a.m.
BDC 401 C – Extended University Classroom

RSVP online at: **www.csub.edu/eud/wintersession/training**

Summer Workshops and Individual Consultations are available by request.
Please contact FTLC at (661)654-2084 to schedule a session.

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Fax: (661) 654-6984
Website: http://www.csub.edu/tlc
Email: tlc@csub.edu