Faculty Teaching & Learning Center is hosting a workshop on...

**Blackboard 9 Tips & Strategies**

*Presented by: Shiree Martinez*

**Time: 11-12:30 pm**
**Location: WSL 202 (2nd Floor Lab)**

**January 23, 2014: Intro to Blackboard**

Attendees will develop the course menu, content areas (syllabus, handouts, lecture notes, etc.), and tools of announcements, assignments, discussion board, and email/messages. In addition, you will explore the common elements found throughout Blackboard courses, visit the control panel, enable self-enrollment, customize the course properties, and look at your course from the student perspective.

**January 30, 2014: Intro to Blackboard**

Attendees will develop the course menu, content areas (syllabus, handouts, lecture notes, etc.), and tools of announcements, assignments, discussion board, and email/messages. In addition, you will explore the common elements found throughout Blackboard courses, visit the control panel, enable self-enrollment, customize the course properties, and look at your course from the student perspective.

**February 6, 2014:**

**Creating Assignments, Performance Dashboard, and Early Warning System**

Attendees will learn how to create and grade assignments that are submitted electronically and linked to the grade center. The tools of SafeAssignment, performance dashboard, early warning system will also be covered.
February 13, 2014: Communication and Collaboration Tools

This workshop will provide an opportunity to explore the communication and collaboration tools of discussion board, email/messages, announcements, calendar, chat, groups, blogs, and journals.

February 20, 2014: Creating Tests, Surveys, and Polls

This workshop provides attendees an opportunity to learn how to create, deploy, and grade tests within Blackboard. Viewing attempt statistics, using adaptive release, and the Respondus software will also be covered.

February 27, 2014: Grade Center

This workshop will provide an opportunity to explore the grade center to calculate course grades. The areas of creating calculated columns, dropping lowest scores, creating categories, smart views, color codes, and reports will be explored.

March 6, 2014: Intro to Blackboard

Attendees will develop the course menu, content areas (syllabus, handouts, lecture notes, etc.), and tools of announcements, assignments, discussion board, and email/messages. In addition, you will explore the common elements found throughout Blackboard courses, visit the control panel, enable self-enrollment, customize the course properties, and look at your course from the student perspective.

March 13, 2014: End of Quarter Procedures

This workshop covers the necessary steps to reuse a course for an upcoming quarter. These steps include exporting, archiving, and importing course backups, downloading grades into an Excel spreadsheet, deleting students, making a course inactive, deleting announcements, discussion board and email messages, and updating the self-enrollment information.

Space is limited; please reserve your spot today. Call ext 2084 or email tlc@csub.edu

To view all of the events the Faculty TLC is offering, please visit http://www.csub.edu/tlc/events_workshops/