OIT/LRD/RAIL Workshop Description- Van Ness Campus

The Landscape of Distance Education – Theory Meets Practice and Possibilities
(9.1) (All Levels i.e. Beg., Int., and Adv.)
Instructor: Cristi Ford
Description: This workshop is intended to help faculty understand the potential and significance of distance education in terms of: incorporating solid pedagogical practices that enhance overall instruction, creating a learner centered environment that promotes best outcomes for a diverse array of learners, significantly expands the potential reach of academic course offerings and, optimally facilitates the mobility and work productivity of both faculty and students.

By the end of this workshop, participants will be able to:
1. Explain the pedagogical differences between face-to-face, hybrid and online learning.
2. Describe how current trends in distance education directly impact students, learners and academic institutions.
3. Differentiate between learner centered and instructor centered modes of instruction.
4. Identify at least 1 concrete way that teaching online can enhance the mobility and/or productivity of a faculty member and students.
5. Identify at least 3 trends in Distance Education that are relevant to faculty and learners at the University of the District of Columbia.

Getting Started with New Features in your Blackboard Course Environment
Instructor: Edward Jones
Description: This workshop will explore the latest updates in Blackboard Learn, to include:
- New and improved innovations for managing, editing, and sharing course files.
- Inline Assessment Grading that eliminates the need to download assignments for review and grading.
- The new Retention Center that quickly alerts instructors to potential student risk and allow instructors to take immediate action.
- Adding new functionality with discussion interface
- A Course Calendar that consolidates course activities into an easy-to-use, personalized view, and the capability for exporting to third-party calendars.
- One-click access to the new My Blackboard tools as well as your Courses, Organizations, and Settings.
- Item Analysis helps you refine assessments by evaluating the quality and validity of each question

At the end of the workshop, participants will be able to:
1. Identify new Blackboard course features
2. Locate course components
3. Perform basic course activities

Web Enhance Your Course
Instructor: Izolda Fotiyeva
Description: This workshop will introduce traditional face to face faculty to some easy tips and ways to integrate the use of Blackboard and some of its many functionalities into a face to face course. The goal of this session is to provide participants with supplemental knowledge on how to make a face to face course more web enhanced with additional instructional materials while preserving the quality of the face to face component.

By the end of the session, participants will be able to:
1. Identify the first components necessary to adding web enhancements to a face to face course.
2. List at least three ways that a face to face course can be enhanced with web components
3. Discuss the benefits and value of web enhancing a traditional face to face course.
4. Determine a strategy to move toward a web-enhanced course
Introduction to Bb 9.1 Basics (Beginner)

Instructor: Edward Jones

Description: This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Retention Center and Grade Center will be previewed and explained. This workshop is designed to provide a refresher for faculty on Blackboard 9.1 and begin incorporating the new features found in SP11. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and will be ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

By the end of this workshop, participants will be able to:
1. Successfully navigate the new layout and customization options in Blackboard 9.1 SP11
2. Load content to Blackboard 9.1 and set options to allow or restrict availability.
3. Identify the available features in the grade center.
4. Track student performance and provide feedback.

Banner 101: Basic Overview and Navigation

Instructor: Stephan Byam

Description: This course is a basic introductory course for all employees who will be utilizing Internet Native Banner (INB) within their department, unit, or college. Topics covered: How to log onto Banner; search techniques; Banner functionality; the different parts of a form; and the use of the wildcard to locate forms and save them in the “My Banner” folder. This course is a hands-on and will give users a chance to practice in a “test instance of Banner”

Duration: 2 hours

Online Teaching Express Capstone Workshop 1

Instructor: Izolda Fotiyeva

Description: The purpose of this workshop is to provide faculty with culminating information to become certified to teach online at UDC through the Track II: Online Teaching Express. This first of a two part workshop series will focus on the trends of online learning and how they specifically relate to UDC. The presenter will discuss additional topics such as setting the tone of an online course, the importance of creating effective discussion board postings, as well as give participants an overview of Quality Matters and the process and policies of new online/hybrid courses being developed here at UDC.

At the end of the workshop, participants will be able to:
1. Describe the essential trends in online learning and distinguish particular elements specific to UDC.
2. Effectively write a discussion board posting in their online course.
3. Understand the policies and procedures of developing a new online or hybrid course.
4. Understand the conceptual underpinnings and importance of Quality Matters.

Online Teaching Express Capstone Workshop 2

Instructor: Izolda Fotiyeva

Description: The purpose of this workshop is to provide faculty with culminating information to become certified to teach online at UDC thorough the Track II: Online Teaching Express. This second workshop of the two part workshop series will focus on the best practices of assessment in online learning as well as ways to increase collaboration in the online environment. Participants will also explore how to effectively manage an online course, how to provide students with a more dynamic learning experience, and consider the importance and implications of accessibility in the online environment.

At the end of the workshop, participants will be able to:
1. Effectively understand the use of assessments and the grade book feature in Blackboard.
2. List at least three tools that can be used to increase collaboration in the online learning environment.
3. Describe strategies for effectively managing a course in the online learning environment.
Introduction to Banner Faculty Self-Service
Instructor: Stephan Byam
Description: This course is a basic introductory course for all faculty that will be utilizing Self-Service Banner (SSB). Topics covered:
- Grade Entry
- Attendance Verification
- View Class Schedules
- View Student Holds
- View Course Listings
- Overview of Course Assignments
- Troubleshooting and Contacts

This course is a hands-on and will give users a chance to practice in a “test instance of Banner” Duration: 2 hours

Teaching with Archives to Reach the 21st Century Students
Instructor: Christopher Anglim
Description: In this workshop, the presenter will cover archives, as an organized collection of primary materials, how the archives is a valuable source of information, and how archives can be used to enhance the educational experience for our students. An understanding of archives and an effective use of archival materials can help our students understand the value of primary sources and become better researchers.

Bb 9.1 (Intermediate) Grade Center
Instructor: Edward Jones
Description: The Grade Center enables the instructor to record, post course grades, and calculate the totals.

By the end of this workshop, participants will be able to:
1. Set up the Grade Center – add, modify, and remove grade items, change item order, modify display options and create smart views.
2. Retrieve and review grade details by item or by student.
3. Enter and modify grades.
5. Weigh grades.
6. How students access their grades and view feedback from the instructor.

Collection Development
Instructor: Katie Inmon
Description: This workshop aims to provide information about the collection development process and to inform participants of methods and assist in determining which materials to select in order to develop an appropriate and effective resource center.

It Takes a Village
Instructor: Rachel Jorgensen
Description: This workshop will include an introduction to the newest student support programs offered by LRD. This session will provide attendants with information on the program’s background, goals, and how to integrate the program into your curriculum. The mentoring program is particularly well-adapted to the General Education program.

Proposal Writing
Instructor: TBD
Description: This workshop will provide instructions on the key components of writing a successful proposal to a foundation or corporation and answer questions that many first-time grant writers often have about the process of applying for a grant.

We’re here for you
Instructor: Michael Fitzgerald & Rachel Jorgensen
Description: This session will provide an overview of myriad resources available to you and your student, with an emphasis on the LRD’s growing collection of full-text online materials. Information on how to integrate these resources into the curriculum will also be provided.

How to Create and Manage Assignments, Test, Surveys and Pools

Instructor: Edward Jones

Description: Assignments allow you to create coursework, test, surveys and pools and then manage the grades and feedback. This workshop is designed to provide participants with hands-on experience with using assessment tools available in the Blackboard course site. Participants are asked to bring electronic files of course materials for using with workshop activities.

By the end of this workshop, participants will be able to:

1. Create and edit course assignments.
2. Create Test Pools
3. Create Quizzes
4. Grade assignments
5. Manage and grade submissions
6. Using SafeAssign Direct Submit

Lockdown Browser

Instructor: Fatma Elshobokshy

Description: This workshop will provide an overview and hands-on experience on Lockdown Browser. Lockdown Browser is a customized browser that increases the security of online testing in Blackboard. When the students take the test in Blackboard they will unable to print, copy, go to another application, or close the exam until submitting for grading.

By the end of the workshop, participant will be able:

1. To understand Lockdown Browser
2. To set up an Exam that will use Lockdown Browser
3. To deploy an exam in Blackboard
4. To test Lockdown Browser from student’s view

BANNER/Blackboard Workshop for Chairs and Deans

Instructor: Stephan Byam

Description: This workshop will elucidate the integration and application of Banner and Blackboard. New support services will be unveiled and ample time will be allocated for questions and answers.

By the end of the workshop, participant will be able:

1. Have a clearer understanding of how Banner and Blackboard integrate and work together.
2. Have access to new Banner support tutorials.
3. Understand how to receive 24/7/365 Banner and Blackboard support.