SEVENTEEN WORDS FOR SNOW

DAVE LOW

"Good morning, class. Today we'll be studying some of the chemicals that three of your desks have been pre-treated with. Put your heads down at your own peril."

Image from http://www.tucsonsentinel.com

Teaching, Learning, and Technology *...In Print*

Distance Ed Department Blog:
http://teachlearnandtech.wordpress.com

CREATE, ADAPT, & INNOVATE

Getting Ready for the End of the Semester

Yea!!! Fall semester is ending and Spring course shells are now available in Blackboard! Below is a quick checklist of some administrative tasks to complete if you are using Blackboard for any part of your course.

Download your Gradebook

You can download your gradebook to keep an electronic copy as part of your record keeping process. The downloaded copy can be opened and managed in MS Excel or other spreadsheet programs.

Link for more information on Downloading your gradebook

Archive and Export your Course

The export course feature creates a package of the course content that you can import and use to teach another course with the same content. The archive course feature creates a permanent record of a course including all the content and user interactions. Do Both!!

Remember after downloading the zip files to delete them from your course so they don't count towards your course quota!
Link for more information on Exporting and Archiving

Course Copy

Copy content from one course to another to save time on course development.

Link for more information on Course Copying

Submit a Help Desk Ticket for the following:

- Add a TA or other instructor to a Bb course shell
- Merge multiple courses into one course shell
- Any technical issues you are having with the system.

SPRING 2014 DE WORKSHOPS

Look out for the upcoming schedule of professional development workshops offered through the DE department.

Just in Time Webinars

The webinars will focus on how to use Blackboard tools to manage your courses:

- Blackboard Reporting Tool
- Blackboard Test, Surveys, and Pools.
- Blackboard Grade Center Basics
- Blackboard Using Rubrics

Technology in the Classroom and Workplace

Open Lab - Drop – in help and resources

Technology enhanced teaching - A discussion of the successes, failures, and best practices for including technology in your classroom.

Mobile Apps That Complement Your Desktop Software - Overview of mobile applications instructors can use as part of their teaching and learning strategy.

Interactive PowerPoint - This workshop focuses on ways PowerPoint can be used to make presentations more interactive.

Basic Computer Skills - PC- Learn to perform basic tasks in Windows

Basic Computer Skills - Mac - Learn to perform basic tasks for Mac.

Creating Accessible Content - Bring your current syllabus and learn how easy it is to create an accessible word and PDF document.

CCC Confer is a virtual conferencing tool available to California Community College faculty, administrators, and staff. The tool allows participants to see, hear, text chat, present and share information in a collaborative manner. All you need is your computer, and internet connection and, optionally, your phone and an Internet connection.

Some Ways CCC Confer is Being Used:

- Hosting online departmental meetings
- Teaching a synchronous online class
- Holding online office hours
- Online tutoring of students
- Hosting phone-only conference calls

To Get Started with CCC Confer:

1. Set up a MyConfer account (using your district email address)
2. Log into CCC Confer
3. Schedule a meeting (How do you know which type of meeting to schedule?)
4. Check your district email for your meeting information to share with your students and Share information of how to connect to the virtual environment
5. Run the wizard to make sure your computer is ready to participate in a CCC Confer session
6. Practice in a CCC Confer Test Room and get familiar with the virtual room

On The Day of Your Meeting:

1. Log in at least 15 minutes early and Connect to your meeting
2. Review the Best Practices to make sure you connect the Teleconference (Phone) option, share appropriate documents and screen sharing, and that you remember to start the recording!
3. Have a great session!
4. If you recorded, you will have a link to the archived file that you will be able to share with your students by posting the link in Blackboard or through email.

Note that you may request closed-captioning for your hearing-impaired students. In addition, students, who are sight-impaired, may use their screen reading equipment to attend a CCC Confer session. The option for requesting closed-captioning will be available when you schedule a meeting. More information about accessibility is on the CCC Confer website.

To learn more: http://cccconfer.org
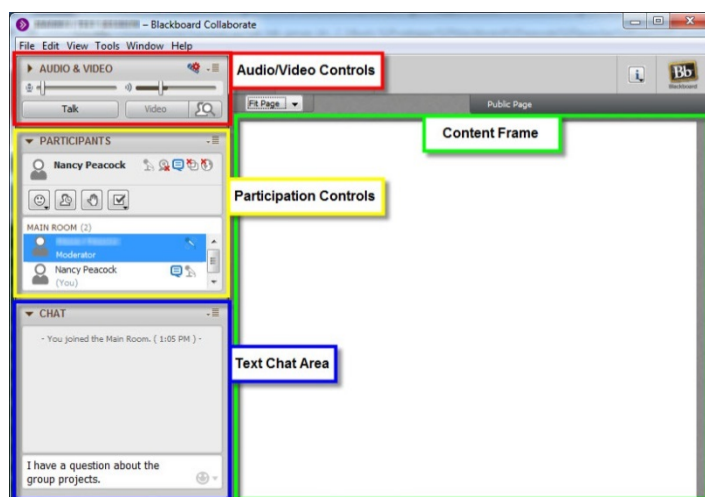
My Blackboard Area

by Brock Scudder
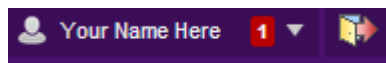
My Blackboard allows you to quickly view notifications about submitted student work that needs grading, discussion board posts, and upcoming due dates or activities scheduled on your calendar across all of your Blackboard course shells without having to navigate to the items that need your attention in each course.

Access My Blackboard by clicking on your name in the top-right corner of the Blackboard window.   A drop down menu will appear with a list of the courses you are enrolled in/teaching, and the Bb Home, Posts, Updates, and Calendar tabs.
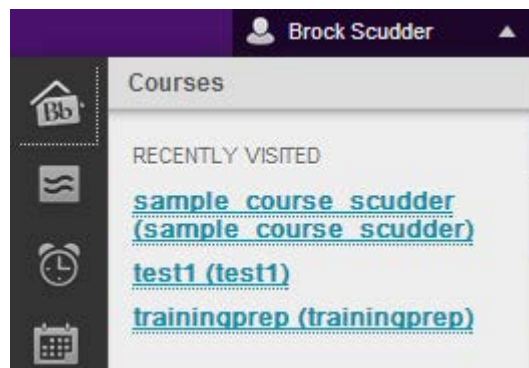
The Bb Home tab lists any activities scheduled on the calendar or assessment items, such as tests or assignments, that have upcoming due dates. Clicking the name of the assignment will take you to the Grade Center.

The Posts tab lists any new discussion board posts in all of your courses. The post author, thread in which the post was made, and content of the post are shown within My Blackboard, allowing you to view any recent activity without having to navigate to each discussion board.

The Updates tab lists any submitted work that needs manual grading across all of your courses. If you place your cursor over an item on the list, a single chevron drop down menu appears. Open will take you to the item as it appears in the course content folder. Grade will bring you to the grade menu for that item and allow you to view and grade the specific attempt that you selected from the My Blackboard menu. Dismiss removes the notification from the My Blackboard list.

The Calendar tab allows you to view events/activities or due dates for assessment items and are color-coded for different courses. By clicking on a day in the calendar grid, you can create new events that will push/send notifications to students' My Blackboard areas (when dates are approaching) or personal events that will only be seen by you.

Take a Closer Look!

Course Copying in Blackboard

Spring course shells are now available. In order to reuse content from your current Blackboard course shell, you can course copy from the fall shell to the spring shell.

1. Under the Control Panel, select Packages and Utilities, then Course Copy.
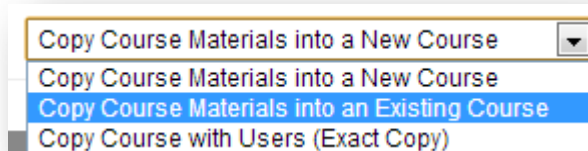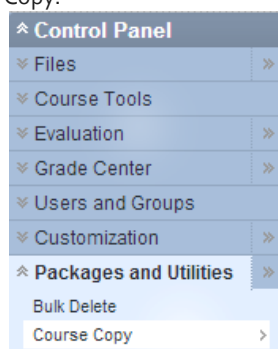
2. Under Select Copy Type, select Copy Materials to Existing Course.
3. Click on the Browse button and select the course shell for Spring 2014 and then submit your selection

(Take note of the district's course ID naming convention. If your current course is Math 100, section 01, reference number 1000, and meets at Valley College, then your course ID for Fall 2013 is V_13FA_MATH_100_01_1000, and your course ID for Spring 2014 is V_14SP_MATH_100_01_1000.)

4. Click Select All to include all content or select checkboxes beneath the Select All button to specify which types of content you want to include in the copy.
5. Click Submit to initiate the copy process. An e-mail will be sent to your district e-mail address by the Blackboard system once the process is finished.
6. Check your Spring 2014 shell to make sure that the content you wanted to carry over was copied.

December DE Workshops

Date	Location	Time	Topic
12/4/2013	Online/Webinar	1pm – 2pm	Copyright and Fair Use in a Digital World
12/5/2013	SBVC – LA 208	3pm - 4pm	Blackboard Grade Center
12/10/2013	CHC – LRC 110	3pm – 4pm	Blackboard Grade Center
12/11/2013	Online/Webinar	3pm – 4pm	Blackboard Grade Center

The best and most beautiful things in the world cannot be seen or even touched. They must be felt with the heart.
Wishing you happiness. -- Helen Keller