<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>DATE &amp; TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Walk-in Open Session</td>
<td>The first and third Fridays of each month between 10 am and 12 pm are dedicated to faculty walk-in sessions. No appointment is needed for visiting CTLT during these hours; you can bring in questions about a particular learning technology and find more info about it, or discuss how you can get started with integrating new technology into your classes.</td>
<td>AUGUST Fri., 8/30 10:00am - 12:00pm</td>
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<tr>
<td>Location: CTLT Technology Lab Library Room L07</td>
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<td>SEPTEMBER Fri., 9/6 10:00am - 12:00pm</td>
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<tr>
<td>Introduction to Blackboard</td>
<td>The workshop will introduce you to the basic features of Blackboard that can increase student access to learning materials, and enhance communication and interaction. We will learn how to post announcements for important class notices and updates, upload and distribute course materials, send email to students from Blackboard, and manage students, etc.</td>
<td>AUGUST Wed., 8/28 2:00pm - 3:00pm</td>
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<tr>
<td>Location: CTLT Technology Lab Library Room L07</td>
<td></td>
<td>SEPTEMBER Tu., 9/10 2:00pm - 3:00pm Tu., 9/10 4:30pm - 5:30pm</td>
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<tr>
<td>What’s New In Blackboard SP 11</td>
<td>In this workshop we will examine new features and new tools introduced in the recent Blackboard Service Pack 11 upgrade and discuss how instructors can take advantages of the new features and tools to enhance teaching and learning.</td>
<td>AUGUST Thur., 8/22 2:00pm - 3:30pm Thur., 8/29 10:00am - 11:30am</td>
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<tr>
<td>Location: CTLT Technology Lab Library Room L07</td>
<td></td>
<td>SEPTEMBER Wed., 9/11 10:00am – 11:00am Tu., 9/24 4:30pm - 5:30pm</td>
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<tr>
<td>Building Your Blackboard Course</td>
<td>This workshop is a follow-up to Introduction to Blackboard workshop. We will cover the specifics of building a course in Blackboard, including personalizing course navigation, setting up a materials-delivery structure and creating discussion areas. Participants will work in their own Blackboard courses and should bring to the session any course materials they want to upload or work with during the workshop. Documents needs to be in digital format on a flash drive or on a CD. Prerequisites: basic computer skills and attendance at the Introduction to Blackboard workshop or previous experience using Blackboard.</td>
<td>SEPTEMBER Tu., 9/3 4:30pm - 5:45pm</td>
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<tr>
<td>Location: CTLT Technology Lab Library Room L07</td>
<td></td>
<td>Wed., 9/4 10:00am - 11:30am Wed., 9/4 4:30pm - 5:45pm Thu.,9/5 10:00am - 11:30am</td>
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<tr>
<td>Collecting and Managing Assignments Electronically in Blackboard</td>
<td>In this workshop, we will learn how to use the Assignment Tool to organize and collect student work. Instructors can retrieve submissions individually or all at one time with just a few clicks. Feedback can then be attached to the grade for the student to read. This session will cover setting up the tool, retrieving submissions, entering grades, and giving feedback.</td>
<td>SEPTEMBER Wed., 9/25 10:00am - 11:00am Thu.,9/26 4:30pm - 5:45pm</td>
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<tr>
<td>Location: CTLT Technology Lab Library Room L07</td>
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<tr>
<td>Blackboard Grade Center</td>
<td>In this workshop, we will learn how to use Grade Center to keep a record of student grades, track and monitor student progress throughout semester, calculate student grades and view grades in many different ways, analyze student grades, and generate customizable grade reports.</td>
<td>SEPTEMBER Wed., 9/25 4:30pm - 5:45pm</td>
</tr>
<tr>
<td>Location: CTLT Technology Lab Library Room L07</td>
<td></td>
<td>Thu.,9/26 10:00am - 11:30am</td>
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**Using Rubrics in Blackboard**

**Location:**
CTLT Technology Lab
Library Room L07

A rubric is an assessment tool listing evaluation criteria for an assignment, and provides a means to convey to students your expectations for the quality of completed assignments. Rubrics can help students organize their efforts to meet the requirements of an assignment, and you can use them to explain evaluations to students. Rubrics can help ensure consistent and impartial grading.

In this workshop, we will review the basic procedure to create, edit, use, and manage rubrics in a course; and grade learning tasks with a rubric.

**TELEPHONE**
Mon., 9/16  10:00am - 11:30am
Thu., 9/19  4:30pm - 5:45pm

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**Teaching with Clickers**

**Location:**
CTLT Technology Lab
Library Room L07

Student Response System (SRS) is a technology which allows faculty to receive immediate feedback from students wirelessly with the use of small handheld devices commonly referred to as ‘clickers’ (displayed below). Turning Technologies clicker was introduced to BC in 2009.

In this workshop, we will learn how to set up clicker system in the classroom, add polling questions to your PowerPoint presentations, and run an interactive presentation. We will learn how to view collected data for performance and assessment, and apply the tips and practices for teaching with clickers.

**SEPTEMBER**
Tu., 9/17  10:00am - 11:30am
Thu., 9/26  10:00am - 11:30am

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**[Notes]**

- All workshops will be held in CTLT Technology Lab in Room L07 of Lower Level in the Library.
- All workshops feature a mix of presentation, hands-on activities and discussions, and optional hands-on practices at the end.
- Due to limited space, advance registration is required. Simply email your choices to Yifeng Bai, Dir/CTLT, yifeng_bai@bloomfield.edu, or call him at extension 1790, and leave a message.