

Palomar College Academic Technology Training Schedule, Spring 2012

Academic Technology will offer four types of training opportunities to Palomar College faculty members in spring 2012:

Training

In-person instructor facilitated workshops

Topical webinars, where you participate with a facilitator online.

Online, self-paced workshops

Blackboard with Cream & Sugar sessions
(Wednesdays 7:30AM—10:30AM)

Blackboard DVDs

Individualized Departmental and Personal
Training

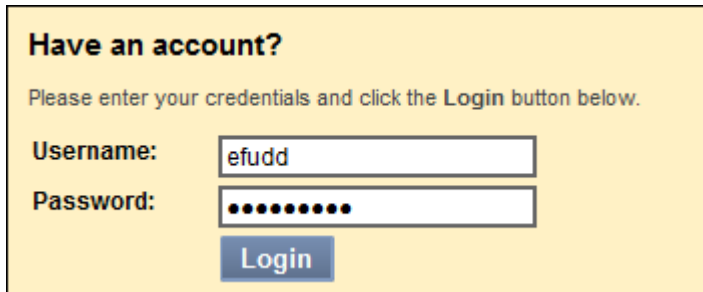
How to sign-up for Academic Technology Training

Faculty members wishing to receive professional development credit should sign-up through the [Professional Development Office](#). Instructions for creating and/or modifying your professional development contract can be found on their web site. Staff members wishing to receive professional growth credit should contact the [Human Resources Office](#) with questions. If you wish to attend but are not interested in PD or PG credit, please contact the workshop facilitator to be sure the workshop is not already full, or to register your email address in case workshop information needs to be sent to you.

How to access workshop training materials

Resources for in-person and online workshops can be found in a Blackboard **sandbox** course titled "Academic Technology Training," in which all faculty and staff members are pre-enrolled. Here is how to access it:

1. Login to bbsandbox.palomar.edu. Each faculty and staff member at Palomar College has a pre-created Blackboard login account for bbsandbox which uses their Palomar userid as username (i.e., the part of the email address to the left of the @ sign is the Blackboard username), and their Palomar email password as the password. Do not use your 9-digit EMPL-ID as your username.



Have an account?

Please enter your credentials and click the **Login** button below.

Username:

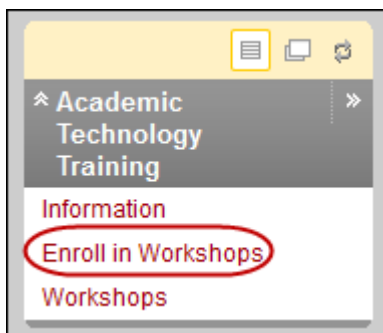
Password:

Login

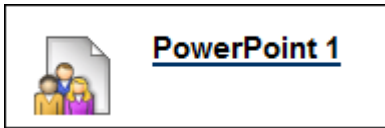
2. Once logged in, click on the "**Academic Technology Training**" link in the **My Courses** area (under "Courses in which you are enrolled").



3. In the Academic Technology Training course click on the "**Enroll in Workshops**" menu entry (upper left of the screen).



4. Click on the workshop name in which you wish to enroll, and then click the Sign-up button.



5. Click on the "**Workshops**" menu entry. You now have access to the workshop materials and will see a folder in the workshops area with the title of your workshop. Click it to access the materials.

Workshop Descriptions

A description of in-person and online workshops is given below. A tabular schedule of in-person person and webinars can be found on the web at <http://www.palomar.edu/atrc/atrainingschedule.htm>.

A. In-Person Workshops

Workshops to be presented in spring 2012

Blackboard Essentials

Facilitated by: Chris Norcross

Date: Thursday, January 12 (Part-time pre-plenary)

Time: 3:00 - 5:00 p.m.

Location: MD-157

Description: Blackboard is the essential tool for conducting technology-enhanced teaching at Palomar College. It is used to organize and present teaching and learning materials, conduct class communications, interact with students, carry out assessments, deliver assignments and perform grade book and other record-keeping functions. This is a demonstration (hands-off) workshop to introduce participants to the Blackboard Learning System, including how to login to Backboard and review self-help videos. The range of teaching tools available within Blackboard will be discussed.

Introduction to Palomar Online Education Training (POET)

Facilitated by: Dr. Lillian Payn

Date: Thursday, January 12 (Part-time pre-plenary)

Time: 3:00 - 5:00 p.m.

Location: LL-104

Description: Whether you are new to teaching online or looking for new approaches, the POET series guides you through the process by offering methods, techniques, tools, checklists, and best practices for delivering an effective online course. POET focuses on the pedagogy of online learning, not how to use Blackboard. The face-to-face orientation will get you started, and then you will complete four modules online: Online Learning, Using Blackboard Tools (or other management systems), Effective Design, and Course Management. You will earn a Certificate of Completion at the end of the training.

Academic Technology at Palomar College

Facilitated by: Dr. Lillian Payn, Terry Gray, David Gray

Date: Thursday, January 12 (Part-time plenary breakout)

Time: 7:00 – 8:30 p.m.

Location: LL-109

Description: Participants will discover the new features and tools available for technology enhanced teaching and learning at Palomar College, including a review of Blackboard 9. A valuable prize will be raffled off at the end of the presentation.

Best Practices for Online Teaching

Facilitated by: Panel: Lillian Payn, Linda Locklear, Teresa Pelkie, Al Trujillo, Roger Morrissette

Date: Wednesday, January 25

Time: 3:00 - 5:00 p.m.

Location: MD-322

Description: Online learning is as good as, if not better, than face-to-face learning. In this session, a panel of your Palomar College colleagues from a range of disciplines will share their best practices for delivering an online course that is effective, efficient and satisfying for the student and the instructor. Attendees will have an opportunity to ask questions and interact with each other.

Introduction to Palomar Online Education Training (POET)

Facilitated by: Dr. Lillian Payn

Date: Friday, January 27

Time: 9:00 - 11:00 a.m.

Location: LL-104

Description: Whether you are new to teaching online or looking for new approaches, the POET series guides you through the process by offering methods, techniques, tools, checklists, and best practices for delivering an effective online course. POET focuses on the pedagogy of online learning, not how to use Blackboard. The face-to-face orientation will get you started, and then you will complete four modules online: Online Learning, Using Blackboard Tools (or other management systems), Effective Design, and Course Management. You will earn a Certificate of Completion at the end of the training.

PowerPoint 1: Creating Basic Presentations with PowerPoint 2010

Facilitated by: Terry Gray

Date: Friday, January 27

Time: 9:00 - 11:00 a.m.

Location: LL-109

Description: This hands-on workshop explains how to:

- Understanding the PowerPoint 2010 user interface
- Construct a simple PowerPoint presentation
- Modify its design
- Add text and graphics
- Use SmartArt diagrams
- Perform basic drawing tasks
- Align and Center objects on slides
- Print from PowerPoint
- Present PowerPoint in the classroom
- Save presentations for the web

We will be creating a simple presentation with PowerPoint 2010 during this workshop.

Getting Started with WordPress

Facilitated by: Chris Norcross

Date:/ Time: Thursday, February 2, (see also Friday, April 27)

Time: 2:00 p.m. - 4:00 p.m.

Location: LL-109

Description: A WordPress site hosted by Palomar College is an easy to use alternative to a “regular” website. How to obtain and manage a WordPress site for individuals, departments, and special programs will be discussed. If you have ever wanted a website but worry that you do not have the technical skills to create and manage one this workshop is for you.

PowerPoint 2: Advanced PowerPoint Techniques

Facilitated by: Terry Gray

Date: Friday, February 3

Time: 9:00 - 11:00 a.m.

Location: LL-109

Description: This hands-on workshop explains how to:

- Animate slides and objects on slides in PowerPoint
- Control animation triggering and timing
- Add audio and video to PowerPoint slides
- Animate SmartArt diagrams
- Group, order, align and apply special effects to graphics in PowerPoint
- Hyperlink from slide to slide; slide to file; slide to media; and presentation to presentation
- Use hidden slides during a presentation
- Handle footnotes and references within PowerPoint

We will be creating and animating a presentation in PowerPoint 2010 during the course of this workshop.

Strategies for Retention in Online Classes

Facilitated by: Dr. Lillian Payn

Date: Wednesday, February 8

Time: 3:00 - 5:00 p.m.

Location: LL-109

Description: The flexibility of online learning attracts many students who already are facing many challenges. What strategies can we incorporate to keep our courses relevant and appealing to increase motivation and student success? Let's review existing research, make recommendations at the college level, and explore practices within our various disciplines for improving online class retention. In this workshop, you will leave with a list of specific retention techniques you can use in your online classes.

Using Google Earth

Facilitated by: Terry Gray

Date: Thursday, February 16

Time: 1:00 p.m. - 3:00 p.m.

Location: LL-109

Description: Google Earth is a revolutionary new, FREE tool for exploring and teaching about the earth. In this workshop we will learn how to use Google Earth, how to navigate about the planet (and the heavens), how to create custom placemarks and combine them into earth tours and instructional presentations that can be viewed by your students, and how to use the many Google Earth layers most effectively.

Elluminate Live! Synchronous Interactive Blackboard Tool

Facilitated by: Dr. Lillian Payn

Date: Friday, February 24

Time: 9:00 - 11:00 a.m.

Location: LL-109

Description: Are your students tired of the same old chat sessions in online classes? Liven your synchronous online classes up with Elluminate Live! Students enjoy the video, sound, photos, graphics, white board, demos of software and Web interactivity possible in this Blackboard tool. It is great for office hours, troubleshooting with students, and delivering instruction. In this workshop, you will participate in a hands-on class using Elluminate Live!

Streamlining Media Resources

Facilitated by: Dr. Lillian Payn

Date: Friday, March 2

Time: 9:00 - 11:00 a.m.

Location: LL-109

Description: Since the majority of our students are members of the “wired” generation who already are active producers and consumers of media, instructors are challenged to incorporate relevant and useful media in their lectures. In this workshop, you will identify the resources readily available to us on campus; connect our classes and students to our media choices; and determine a number of techniques for effectively using media in both face-to-face and online classes.

Web Page Development: The Basics

Facilitated by: Chris Norcross

Date: Wednesday, March 7

Time: 10:00 a.m. - 12:00 p.m.

Location: LL-109

Description: This workshop is an introduction to web page creation and management. Learn how to add text, hyperlinks, and graphics to a simple web page. Microsoft Expression Web 4 will be used as a web authoring tool.

Using SnagIt to Capture and Edit Images

Facilitated by: Terry Gray

Date: Thursday, March 8

Time: 1:00 p.m. - 3:00 p.m.

Location: LL-109

Description: We will use SnagIt, the revolutionary image capture program from TechSmith.com, to capture a variety of images and then edit them in the sophisticated SnagIt Editor. We will learn how to add labels, callouts, cut-aways and graphics effects, image stamps, outputs, and much more. We will also discuss integrating your captured graphics into your Blackboard and other web sites.

Instructional Approaches for eLearning

Facilitated by: Dr. Lillian Payn

Date: Friday, March 9

Time: 9:00 - 11:00 a.m.

Location: LL-109

Description: As we move our face-to-face courses to an online environment, we have an opportunity to revise our content for our audience and technology. The instructor-student roles also change in eLearning, with instructors guiding learners who have vast amounts of information available via the Internet. No longer mere providers of information, our online courses become venues in which learners interact with the instructor, each other, and the course content. In this workshop, you will review a number of pedagogical approaches and strategies that are useful in online classes; develop a list that is relevant to your discipline; and create some specific new assignments and projects.

Web Page Development: Advanced Topics

Facilitated by: Chris Norcross

Date: Wednesday, March 14

Time: 10:00 a.m. - 12:00 p.m.

Location: LL-109

Description: Learn how to use advanced formatting techniques to make your web site look the way you want it to. Microsoft Expression Web 4 will be used as a web authoring tool. Attendance at the workshop "Web Page Development: The Basics" is strongly recommended but not required.

PowerPoint 3: Narrate and Create Online Video from Your PowerPoint Presentations

Facilitated by: Terry Gray

Date: Friday, March 16

Time: 9:00 a.m. - 11:00 a.m.

Location: LL-109

Description: This workshop will explore two techniques for creating videos from PowerPoint presentations and placing those videos online: 1) Creating a wmv video from within PowerPoint 2010; 2) Creating an mp4 video by using Jing and then Camtasia Studio. Once the video is produced we will examine methods to link it online: on your Palomar web site; from a Palomar streaming server; in Blackboard; or on YouTube. This is a hands-on workshop. We will be making narrations of a brief presentation and then processing/linking it as a video file.

How to Edit Video with Camtasia

Facilitated by: Terry Gray

Date: Friday, March 30

Time: 9:00 a.m. - 11:00 a.m.

Location: LL-109

Description: In this workshop we will be using Camtasia to edit a video project. We will learn how to import resources (videos, still images, audio files) into Camtasia; how to add titles, transitions, callouts, and video effects; how to capture microphone and system sound simultaneously; how to add additional audio tracks; how to insert videos within videos; how to produce Camtasia video for various screen resolutions and file formats; and how to upload Camtasia projects to your web site, YouTube and Blackboard. Camtasia is challenging and fun. Even if you do not have previous video editing experience you will find the workshop easy and enjoyable.

eTexts, eReaders and eTextbooks

Facilitated by: Terry Gray

Date: Friday, April 20

Time: 9:00 a.m. - 11:00 a.m.

Location: LL-109

Description: Come explore the eText revolution with us. In this workshop we will be looking at eReader devices from Amazon (the Kindle, Kindle keyboard, Kindle Touch, and Kindle Fire), Barnes & Noble (the Nook and the Nook Color 1 & 2), iRiver (the Story HD), Sony (the PRS), and Kobo (the Vox). Participants will get hands-on experience with the devices. We will discuss the merits and deficiencies of each device and show how they are used with their respective bookstores and with public libraries. We will also discuss the state of eTextbooks, demonstrate how eTextbooks on the various devices look and behave, and discuss student options for eTextbooks.

If you are wondering if you should take the plunge into the world of eTexts and eReaders, or if you have considered eTextbooks for your students, this is the workshop for you.

Getting Started with WordPress

Facilitated by: Chris Norcross

Date:/ Time: Friday, April 27, 9:00 a.m. - 11:00 a.m.

Location: LL-109

Description: A WordPress site hosted by Palomar College is an easy to use alternative to a "regular" website. How to obtain and manage a WordPress site for individuals, departments, and special programs will be discussed. If you have ever wanted a website but worry that you do not have the technical skills to create and manage one this workshop is for you.

B. Topical Webinars

Beginning on Tuesday, January 17 at 2:00 PM, and at the same time on each Tuesday throughout the semester (excepting spring break Tuesday, March 20) we will be offering a 1-hour webinar (i.e., you login from your computer, from on or off campus to follow along). Here is the schedule of webinar topics:

Date	Topic	Description
January 17	Your New Semester Blackboard Checklist	Ready to soar off into the new semester, but wanting to take one last glance down the checklist of what's required in your Blackboard course? Join this brief webinar which will rehearse the most commonly forgotten steps for launching a Blackboard course.
January 24	What to Tell Students About Blackboard	Concerned that your students won't know how to use Blackboard? Trying out tools this semester that you're not experienced with, and want to hear where the "gotcha" points may be? Join this brief webinar to hear about the common student stumbling blocks, and how you can guide your students past these problems.
January 31	How to Post Your Own Video to YouTube	Recorded a screen video for your students, or shot some footage with your digital camera, and now you want to share it with your students? Join this brief webinar to find out about uploading digital video to YouTube, and how to best reference YouTube videos within your Blackboard course.
February 7	Using the Blackboard Visual Text Box Editor	Ready to spruce up your Blackboard content, but unsure what you can do with that editor? Join this brief webinar to find out about many of the tools available just a click away on the menus of the Visual Text Box Editor in your Blackboard course.
February 14	Test Deployment Options in Blackboard	Want to spread the love on Valentine's Day? Join this brief webinar to find out how you can deploy tests to your students via Blackboard; that'll make them feel the love!
February 21	Curious Question Types	There are seventeen different question types available in Blackboard tests. Join this brief webinar to discover some of the more esoteric types, and expand your test question arsenal beyond Multiple Choice and True/False.
February 28	Using Google Scholar	Can Google be scholarly? Absolutely. Google Scholar is a tool that provides a simple way to broadly search for scholarly literature. Join this brief webinar to learn how to search across many disciplines and sources including articles, theses, books, and court opinions with Google Scholar.
March 6	The Blackboard Early Warning System	Looking for an easy way to notify students when they are falling behind? If you use Blackboard, the Early Warning System may be just what you need. Join this brief webinar to learn how to set up and use the Early Warning System.

Date	Topic	Description
March 13	Using Groups in Blackboard	Are you looking for an easy way to manage group projects? Blackboard groups are easy to setup and simple for your students to use. Join this brief webinar to learn how to create and manage groups in Blackboard.
March 27	Copying Blackboard Courses to Beat the Summer Heat	The Summer 2012 courses just became available in Blackboard, so if you want to get ready in time to enjoy your intercession break you should start getting your course materials copied now. Join this brief webinar to explore the copy tools available to get your materials from an older Blackboard course into a new one.
April 3	No Fooling, Archive Your Course	Don't be an April's Fool and run the risk of needing a backup of your course and not having one. Join this brief webinar to explore the Course Archive function of Blackboard, as well as the method for backing up your course grades.
April 10	Google Docs	Are you looking for an easy way to share documents with students and colleagues? Join this brief webinar to learn how to upload, create, and share documents using Google Docs.
April 17	Remember Everything with Evernote	Looking for a way to keep all of your notes organized? Capture everything worth saving with Evernote, a free multi-platform application. Join this brief webinar to find out how Evernote can help you stay organized.
April 24	Blogging & Journaling in Blackboard	Do you want to bring your writing assignments into the 21st century? Blackboard blogs and journals are a great way to take a boring assignment and turn it into an interactive experience. Join this brief webinar to learn how to setup and use the Blackboard blog and journal tools.
May 1	Easy Websites with WordPress	Is your website out of date or nonexistent? WordPress is a free and easy to use solution that requires very little technical expertise. Join this brief webinar to learn how you can create your own site using WordPress.
May 8	Finalizing Grades in Blackboard	Are you ready to turn in those final grades? Join this brief webinar to learn about a few things you can do in the Blackboard Grade Center to make turning in your grades easier.

C. Online Self-Paced Workshop

Our principal **Blackboard** training has moved online. We will be presenting a set of four workshops (described below) leading to a certificate of completion in Blackboard. They are all open entry self-directed workshops with assignments and tests, but must be completed by the end of the spring 2012 semester (May 1). You will receive workshop access instructions after you sign-up for these workshops through the [Professional Development Office](http://www.palomar.edu/pd) (<http://www.palomar.edu/pd>).

Other non-Blackboard workshops are also offered on a self-paced online basis. Online workshops are open beginning any time, except for the two beginning February 15 and February 29, as noted. Use the procedure described above under the heading "How to Access Workshop Training Materials" to access these workshops.

Detailed Descriptions of Self-Paced Workshops

Blackboard Workshops

The following four **Blackboard training workshops** are held entirely online, on an open entry basis. For details on how to access the workshop materials, please register through the Professional Development office to receive all the necessary information. You can begin at any time during the semester, and can work at your own pace through the material; just be sure to finish up work prior to the end of the semester! Those who complete all four workshops in the Teaching with Blackboard series will receive a certificate of completion signed by the VP of Instruction.

Blackboard: Getting Ready for Day One

Facilitated by:	David Gray
Date:	Open entry any time during the spring 2012 semester, completion by May 1, 2012
Location:	Online
Description:	<p>Whether needing to get a course site ready at the last minute, or planning ahead for the next semester, there are several things that should be in a Blackboard course before it is ready for Day One with the students. In this workshop we will demonstrate and create samples of these core elements of a Blackboard course.</p> <p>This workshop is suitable for faculty of both online and on-campus classes who wish to use Blackboard. This workshop does not assume a prior experience with using Blackboard. It is highly recommended that you complete this workshop before any of the other online workshops in the Blackboard series.</p>

Blackboard: Building Your Course

Facilitated by: David Gray

Date: Open entry any time during the spring 2012 semester, completion by May 1, 2012

Location: Online

Description: Handouts, videos, lectures, PowerPoint slides; there are many things which can be distributed to students through your Blackboard course. In this workshop we will discuss several different best practices for distributing handouts and PowerPoint presentations, and create some sample content for uploading into Blackboard. We will also discuss the process of adding audio and video content to a Blackboard course, and do exercises in organizing material in a Blackboard course according to an appropriate structure plan.

This workshop is suitable for faculty of both online and on-campus classes who wish to use Blackboard. It is highly recommended that you complete the "Blackboard: Getting Ready for Day One" workshop before attempting this workshop.

Blackboard: Evaluating Learning

Facilitated by: David Gray

Date: Open entry any time during the spring 2012 semester, completion by May 1, 2012

Location: Online

Description: Students need some way to turn in work, and get assessed; Blackboard has tools to allow students to turn in work and get assessed! In this workshop we will create samples of several of the tools Blackboard makes available for assessing students, ranging from Surveys and Tests all the way to plagiarism detection of essays. We will also explore the tools for managing grades in the Blackboard Grade Center.

This workshop is suitable for faculty of both online and on-campus classes who wish to use Blackboard, even for those who do not plan to conduct online testing. It is highly recommended that you complete the "Blackboard: Getting Ready for Day One" workshop before attempting this workshop.

Blackboard: Communicating with Your Students

Facilitated by:	David Gray
Date:	Open entry any time during the spring 2012 semester, completion by May 1, 2012
Location:	Online
Description:	<p>Synchronous and asynchronous tools, e-mail and chat and discussion boards; communicating with students can be far more than holding office hours on campus. In this workshop we will explore several of the core communication tools built into Blackboard, then consider the virtues of adding other communication avenues to your course site.</p> <p>As this workshop deals with the use of synchronous communications, it will be necessary to schedule a time with the facilitator to hold an online session. The exact timing of that session is highly adjustable, however, and can be made to fit your schedule.</p> <p>This workshop is suitable for faculty of both online and on-campus classes who wish to use Blackboard, although many of the communication tools are of lesser value when used with the constant in-person meetings of an on-campus class. It is highly recommended that you complete the “Blackboard: Getting Ready for Day One” workshop before attempting this workshop.</p>

Other online self-paced workshops

Why Use Graphics and Multimedia?

Facilitated by:	Dr. Lillian Payn
Date:	Available Wednesday February 15, 2 hours of PD credit
Location:	Online
Description:	By delivering content with optimal message design, we can improve comprehension. In this online session, you will see what research tells us about the impact of a multi-sensory learning experience and hear some basic recommendations for implementing an enhanced learning environment.

Design Crimes in Your Presentations and How to Solve Them

Facilitated by:	Dr. Lillian Payn
Date:/Time:	Available Wednesday February 29, 2 hours of PD credit
Location:	Online
Description:	We don't want to leave a trail of victims after our presentations. That would be a shame, since design crimes are avoidable. In this online session, you will identify typical “law-breaking crimes” and see the solutions that are pleasing to the eye and deliver a strong message.

Basic Internet Basic Basics

Facilitated by:	Terry Gray
Date/Time:	Open entry, Self-paced, up to 6 hours of PD credit.
Location:	Online
Description:	This workshop takes the “Basic Basics” approach and applies it to the use of the Internet. We will cover: anatomy of a URL; browsers, and which browser is best; browser extensions and add-ons; search tips and tricks; RSS (really simple syndication, i.e., blog subscriptions) and how it works; online video and how it works; Internet security and threats; email and phishing/pharming attempts; the future of the Internet and the new mobile platforms like Android and Apple phones and tablets—all with as little jargon and computerese as possible.

Basic Computer Basic Basics

Facilitated by:	Terry Gray
Date/Time:	Open entry, Self-paced, up to 6 hours of PD credit.
Location:	Online
Description:	<p>We will attempt to present the basic things you should have learned when you started using computers, but somehow never did. Like: an outline of how your computer actually works, de-mystifying some of those confusing acronyms; keystroke shortcuts to make your life easier; how to change the view of files and folders; how to find files once you have filed them (!); how to change your screen resolution, and just what is screen resolution, anyway; how to create shortcuts to programs and documents; how to change the behavior of your mouse; backup and anti-virus strategies, and so on... We will be using Windows 7 for this workshop, but concepts presented are, in most cases, so basic that they should be relevant across any operating system.</p> <p>The material is now presented online, with audio introductions to each module, videos and documents for you to consume, and quizzes at the end of each module for self-testing. Quiz scores are NOT stored.</p>

Copyright Essentials

Facilitated by:	Terry Gray
Date/Time:	Open entry, Self-paced, up to 4 hours of PD credit.
Location:	Online
Description:	This online, self-paced workshop presents the basics of copyright use of educational materials. The discussion will emphasize concepts of Fair Use and place special emphasis on the TEACH Act of 2002. Anyone who uses copyrighted handouts or other materials in their in-person classes, and especially those who use copyrighted digitized audio and video files, can benefit from this workshop. A discussion of the Academic Technology TEACH Act checklist and Fair Use worksheet will be included, along with Academic Technology policies on copyright and intellectual property.

Windows 7 Essentials

Facilitated by: Terry Gray

Date/Time: Open entry, Self-paced, up to 4 hours of PD credit.

Location: Online

Description: This workshop is designed for those who need to know the basics of working with Windows 7. Screencasts and written materials provide instruction in the following:

- Create and manage files and folders
- Manipulate multiple windows
- Use the task bar, live previews and jump lists
- Create shortcuts and quick links
- Change the display properties and personalize Windows 7
- Perform basic computer maintenance tasks
- Improve system performance
- Zip and unzip files in compressed folders
- Save files to USB drives, CD-R, and DVD-R discs
- Use network drives
- Install and configure media players and other common software
- Uninstall software
- Schedule automatic updates
- Develop a computer backup strategy
- Use the Windows 7 Security Center

Using Windows Movie Maker

Facilitated by: Terry Gray

Date/Time: Open entry, Self-paced, 2 hours of PD credit.

Location: Online

Description: This workshop will teach how to add video and still pictures to Windows Movie Maker and produce them as a video. We will explore video editing techniques, titling and captions, background audio and slo-mo techniques, video file formats, and what you can do with the video once it is produced. We will be using Flip video cameras to take a brief video during the course of the workshop.

D. Blackboard with Cream & Sugar



Each Wednesday for the first half of the spring 2012 semester we will be hosting a "Blackboard with Cream & Sugar" event from 7:30AM to 10:30AM. We'll make the coffee, you bring the questions. Come on over to room LL-111 where our Blackboard techs will be available with hot coffee and tea. Drop by and have a cup any time during the 3-hour window, no appointment necessary. You can feel free to ask them anything, or strike up a conversation with another Blackboard user.

The first Wednesday morning session for the spring 2012 semester will be on January 11. Yes, we know this is BEFORE the semester begins, but that is just the time faculty members might need assistance in preparing their Blackboard courses, especially those who are new to Blackboard. The final Wednesday morning session for the spring semester will be March 14. Please drop by and join us.

E. Blackboard DVDs

If you do not have time to attend our in-person training, or come in to meet with the Blackboard techs, you can still get excellent Blackboard training by checking out a Lynda.com training DVD "Blackboard 9.x Essential Training for Instructors" from the library.

Academic Technology has placed 2 copies of the DVD for faculty/staff only checkout behind the circulation desk on the 2nd floor of the San Marcos campus library. "In this course, Dr. Patrick Crispen teaches the ins and outs of Blackboard 9 so that educators and trainers can get up-to-speed in the system quickly—even if they've never used Blackboard before." The DVD course is worth 6.5 hours of PD credit, which can be claimed through the PD Office.



F. Individualized Training

Individuals can make appointments via our help system for individualized training (PD code 14) on any educational technology or project-based training. Academic departments can do the same (PD code 15) when a number of persons in the department are interested in obtaining group training in a specific educational technology topic.