

**Academic Technology Resource Center**

**Spring 2012 Academic Technology Training Opportunities**  
**Academic Technology Resource Center (ATRC)**  
<http://www.palomar.edu/atrc>

Academic Technology offers a variety of training opportunities to Palomar College faculty members in Spring 2012:

- **In-person, instructor-facilitated workshops**
- **Topical Webinars**
- **Online, self-paced workshops**
- **To-be-arranged individual training**
- **To-be-arranged departmental training (Academic Departments Only)**
- **DVDs**

Resources for the in-person and online training can be found in the Blackboard sandbox at <http://bbsandbox.palomar.edu>. Please refer to page 8 for Login instructions.

The schedule of in-person and online instructor facilitated workshops is given below, and can be found on the web at <http://www.palomar.edu/atrc/atrainingschedule.htm>.

To-be-arranged departmental training should be arranged through department chairs. We have provided a menu of possible training topics from which departments may select. Groups of individuals should consult with your chair to schedule the training at your location and at the best time for your department. The training is intended for academic and not administrative departments.

To-be-arranged individual training should be arranged with the contact person given in the description of that type of training.



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January 2012

**Blackboard Essentials**

**PD Code:** #300

**Hosted by:** Chris Norcross, Academic Technology

**Date:** Thursday, January 12, 2012

**Time:** 3:00 p.m. – 5:00 p.m.

**Location:** MD-157

**PD Hours:** 2 hours

**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 Blackboard and review self-help videos. The range of teaching tools available within Blackboard will be discussed.

**Introduction to Palomar Online Education Training (POET)**

**PD Code:** #301

**Hosted by:** Dr. Lillian Payn, Academic Technology

**Date:** Thursday, January 12, 2012

**Time:** 3:00 p.m. – 5:00 p.m.

**Location:** LL-104

**PD Hours:** 10 hours (2 hours + 8 additional online PD hours)

**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.

**Best Practices for Online Teaching**

**PD Code:** #302

**Hosted by:** Dr. Lillian Payn, Academic Technology; Linda Locklear, American Indian Studies; Roger Morrisette, Behavioral Sciences Department; Teresa Pelkie, Computer Science & Information Systems; and Alan Trujillo, Earth Sciences Department

**Date:** Wednesday, January 25, 2012

**Time:** 3:00 p.m. – 5:00 p.m.

**Location:** MD-322

**PD Hours:** 2 hours

**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)**

**PD Code:** #303

**Hosted by:** Dr. Lillian Payn, Academic Technology

**Date:** Friday, January 27, 2012

**Time:** 9:00 a.m. – 11:00 a.m.

**Location:** LL-104

**PD Hours:** 10 hours (2 hours + 8 additional online PD hours)

**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**

**PD Code:** #304

**Hosted by:** Terry Gray, Academic Technology

**Date:** Friday, January 27, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**Description:** This hands-on workshop explains how to: understand 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; and save presentations for the web.

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



**February 2012**

**Getting Started with WordPress**

**PD Code:** #305

**Hosted by:** Chris Norcross, Academic Technology

**Date:** Thursday, February 2, 2012 (also offered on Friday, April 27)

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

**Location:** LL-109

**PD Hours:** 2 hours

**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**

**PD Code:** #306

**Hosted by:** Terry Gray, Academic Technology

**Date:** Friday, February 3, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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; and 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**

**PD Code:** #307

**Hosted by:** Dr. Lillian Payn, Academic Technology

**Date:** Wednesday, February 8, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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 (CANCELLED)**

**PD Code:** #308

**Hosted by:** Terry Gray, Academic Technology

**Date:** Thursday, February 16, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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.

**February 2012**

**Blackboard Collaborate (Elluminate Live!) Synchronous Interactive Blackboard Tool**

**PD Code:** #309

**Hosted by:** Dr. Lillian Payn, Academic Technology

**Date:** Friday, February 24, 2012

**Time:** 9:00 a.m. – 11:00 a.m.

**Location:** LL-109

**PD Hours:** 2 hours

**Description:** Are your students tired of the same old chat sessions in online classes? Liven up your synchronous online classes with Blackboard Collaborate. 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 Blackboard Collaborate.

March 2012

**Streamlining Media Resources**

**PD Code:** #310

**Hosted by:** Dr. Lillian Payn, Academic Technology

**Date:** Friday, March 2, 2012

**Time:** 9:00 a.m. – 11:00 a.m.

**Location:** LL-109

**PD Hours:** 2 hours

**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**

**PD Code:** #311

**Hosted by:** Chris Norcross, Academic Technology

**Date:** Wednesday, March 7, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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 the web authoring tool.

**Using SnagIt to Capture and Edit Images**

**PD Code:** #312

**Hosted by:** Terry Gray, Academic Technology

**Date:** Thursday, March 8, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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**

**PD Code:** #313

**Hosted by:** Dr. Lillian Payn, Academic Technology

**Date:** Friday, March 9, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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.

March 2012

**Web Page Development: Advanced Topics**

**PD Code:** #314

**Hosted by:** Chris Norcross, Academic Technology

**Date:** Wednesday, March 14, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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**

**PD Code:** #315

**Hosted by:** Terry Gray, Academic Technology

**Date:** Friday, March 16, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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**

**PD Code:** #316

**Hosted by:** Terry Gray, Academic Technology

**Date:** Friday, March 30, 2012

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

**Location:** LL-109

**PD Hours:** 2 hours

**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.



April 2012

**eTexts, eReaders and eTextbooks**

**PD Code:** #317  
**Hosted by:** Terry Gray, Academic Technology  
**Date:** Friday, April 20, 2012  
**Time:** 9:00 a.m. – 11:00 a.m.  
**Location:** LL-109  
**PD Hours:** 2 hours

**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), 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**

**PD Code:** #318  
**Hosted by:** Chris Norcross, Academic Technology  
**Date:** Friday, April 27, 2012  
**Time:** 9:00 a.m. – 11:00 a.m.  
**Location:** LL-109  
**PD Hours:** 2 hours

**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.

**Topical Webinars**

**Webinars and Other Online Activities** (Located under the Self Designed and Arranged tab on the PD contract)

**PD Code:** #21

**PD Hours:** 1 hour for Academic Technology webinars

**Description:** Educational webinars and online activities that you access on your computer may be used as a Professional Development activity. Please include the date of the webinar, the total time, and a description.

**Tuesdays at 2:00 p.m.** Click on the link below to login to the webinar at 2:00 p.m. on the date you wish to attend <http://www2.palomar.edu/pages/atrc/webinars/>

<b>Date</b>	<b>Topic</b>	<b>Description</b>
<b>January 17</b>	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.
<b>January 24</b>	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.
<b>January 31</b>	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.
<b>February 7</b>	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.
<b>February 14</b>	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!
<b>February 21</b>	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.
<b>February 28</b>	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.
<b>March 6</b>	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.
<b>March 13</b>	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.
<b>March 27</b>	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 intersession 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.

**Topical Webinars**

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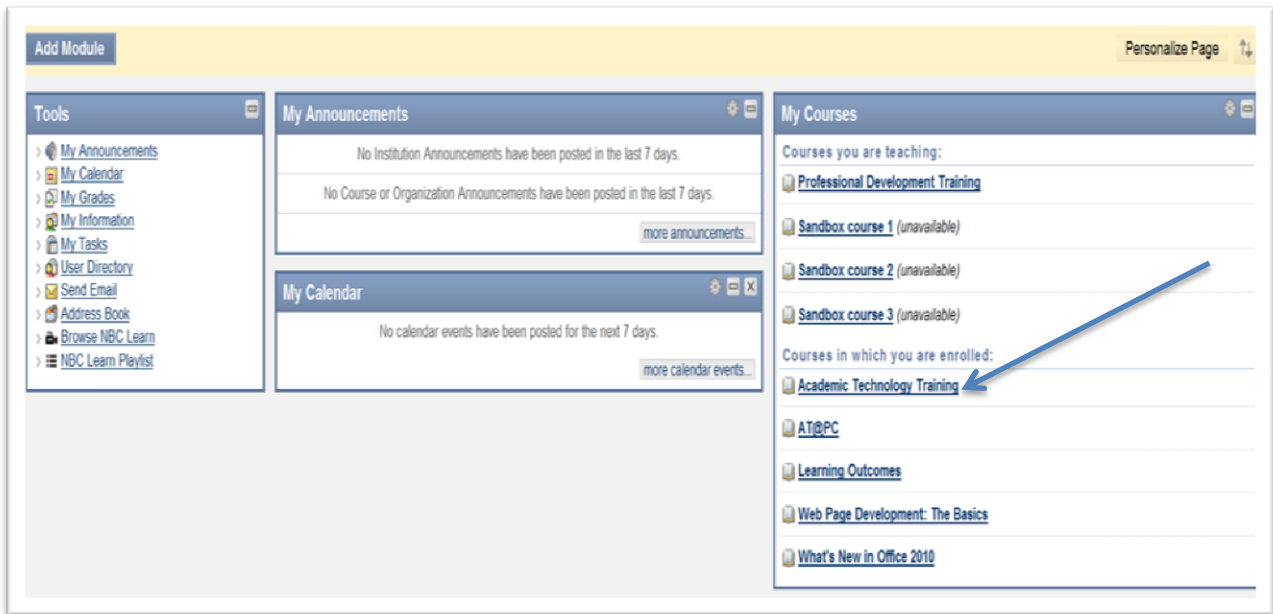
<http://www2.palomar.edu/pages/atrc/webinars/>

Date	Topic	Description
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 21 <sup>st</sup> 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.

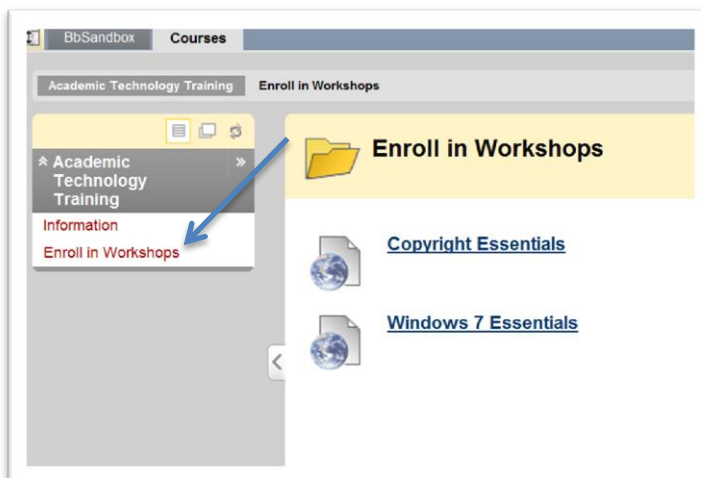
**Online, Self-Paced Workshops**

If you wish to access the Academic Technology Training Blackboard site in order to pursue online, self-paced training, (or simply to review the materials there), follow this procedure:

1. Login to the Blackboard sandbox (<http://bbsandbox.palomar.edu>). All faculty and staff members at Palomar College have a Blackboard account and are pre-enrolled in Academic Technology training as students. Click the "User Login" button. Use your Palomar email ID (without the @palomar.edu part of it) as your Username and your Palomar email password as Password.
2. In the "My Courses" box, click on "Academic Technology Training".



3. Click on the "Enroll in Workshops" menu entry and then click on the link to the course in which you wish to enroll.
4. Click OK. Next time you login to the sandbox you will find it among the "Courses in which you are enrolled" area for easy access.



**Online, Self-Paced Workshops**

**Why Use Graphics and Multimedia?**

**PD Code:** #16

**Hosted by:** Dr. Lillian Payn, Academic Technology Department

**Location:** Online, available Wednesday, February 15, 2012

**PD Hours:** 2 hours

**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**

**PD Code:** #17

**Hosted by:** Dr. Lillian Payn, Academic Technology Department

**Location:** Online, available Wednesday, February 29, 2012

**PD Hours:** 2 hours

**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**

**PD Code:** #25

**Hosted by:** Terry Gray, Academic Technology Department

**Location:** Online

**PD Hours:** Variable, depending on participation; up to a maximum of 6 hours

**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**

**PD Code:** #20

**Hosted by:** Terry Gray, Academic Technology Department

**Location:** Online

**PD Hours:** Variable, depending on participation; up to a maximum of 6 hours

**Description:** 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.

**Copyright Essentials**

**PD Code:** #22

**Hosted by:** Terry Gray, Academic Technology Department

**Location:** Online

**PD Hours:** Variable, depending on participation; up to a maximum of 4 hours

**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.



**Online, Self-Paced Workshops**

**Windows 7 Essentials**

**PD Code:** #23

**Hosted by:** Terry Gray, Academic Technology Department

**Location:** Online

**PD Hours:** Variable, depending on participation; up to a maximum of 4 hours

**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**

**PD Code:** #24

**Hosted by:** Terry Gray, Academic Technology Department

**Location:** Online

**PD Hours:** Variable, depending on participation; up to a maximum of 2 hours

**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.



**Online, Self-Paced Workshops**

**Blackboard Workshops**

Blackboard training has moved online and will be provided on an open-entry basis. The series consists of directed workshops with assignments and tests. You can begin the workshops 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 Vice President of Instruction.

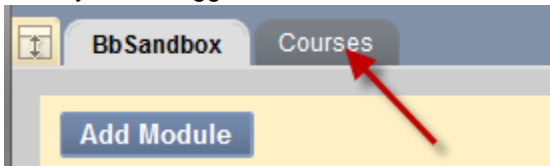
**To Access the Workshops:**

There is a video message the instructor would like you to watch before going into the workshop course for the first time:

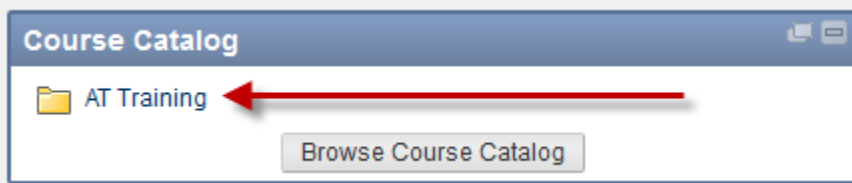
- Blackboard: Getting Ready for Day One (there is no video message for this workshop)
- Blackboard: Building Your Course <http://www.youtube.com/watch?v=AUbHs0X5OsA>
- Blackboard: Communicating with Your Students <http://www.youtube.com/watch?v=GavHdq7VtX4>
- Blackboard: Evaluating Learning <http://www.youtube.com/watch?v=MJ0mO55GEzE>

To get into the workshop course:

1. Go to <http://bbsandbox.palomar.edu/>.
2. Log in with your instructor account (your username is typically your first initial and last name, and the password matches your Palomar email address password).
3. Once you are logged in, click the Courses tab.



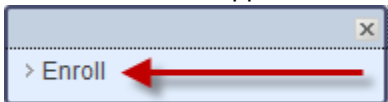
4. In the Course Catalog module at the right of the screen, click the entry that says AT Training.



5. Find the Blackboard: Getting Ready for Day One workshop on the list of course, and click the double chevron button in the first column.



6. On the menu that appears, click Enroll.



7. Now click the Submit button, at either the top or bottom right of the screen.
8. Finally, click in the upper left corner of the screen on the BbSandbox tab.



You should now see the workshop course in your My Courses module in the upper right of the screen, listed under the Courses in which you are enrolled. Click the name of the course to access the workshop course, and begin by viewing the video at the top of the Getting Started area.

The second entry in the Getting Started area of the course is a link that will allow you to send an email to the workshop instructor; if you run into any problems or if you have any questions, just send an email from that link.

**Online, Self-Paced Workshops**

**Blackboard: Getting Ready for Day One**

**PD Code:** #27  
**Hosted by:** David Gray, Academic Technology  
**Date:** Open entry any time during the Spring 2012 semester, completion by May 1, 2012  
**Location:** Online  
**PD Hours:** Variable, depending on participation; up to a maximum of 6 hours  
**Description:** 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 discuss and create samples of these core elements of a Blackboard course.

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 Teaching with Blackboard series.

**Blackboard: Building Your Course**

**PD Code:** #28  
**Hosted by:** David Gray, Academic Technology  
**Date:** Open entry any time during the Spring 2012 semester, completion by May 1, 2012  
**Location:** Online  
**PD Hours:** Variable, depending on participation; up to a maximum of 6 hours  
**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 “Teaching with Blackboard: Getting Ready for Day One” workshop before attempting this workshop.

**Blackboard: Evaluating Learning**

**PD Code:** #29  
**Hosted by:** David Gray, Academic Technology  
**Date:** Open entry any time during the Spring 2012 semester, completion by May 1, 2012  
**Location:** Online  
**PD Hours:** Variable, depending on participation; up to a maximum of 6 hours  
**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 “Teaching with Blackboard: Getting Ready for Day One” workshop before attempting this workshop.

The screenshot shows the Blackboard Grade Center interface. At the top, it says "Grade Center: Full Grade Center". Below that, there are tabs for "Create Columns", "Create Calculated Columns", "Manage", and "Reports". The main area displays a table of student grades with columns for "Student Name", "Grade", "Avg. Qty", "Maximum Points", and "Points on Test #". The table lists several students with their respective grades and points.

Student Name	Grade	Avg. Qty	Maximum Points	Points on Test #
Andersen, Thomas	88.00%	100.00	100.00	88.00
Coppenhaver, Nicholas	92.00%	100.00	100.00	92.00
Curtis, Marie	100.00%	100.00	100.00	100.00
Darwin, Charles	100.00%	100.00	100.00	100.00
Delmon, Leonardo	97.00%	98.00	100.00	97.00
Desmaris, Rene	100.00%	100.00	100.00	100.00
Evans, Albert	84.00%	87.00	100.00	84.00
Franklin, Benjamin	100.00%	100.00	100.00	100.00
Gallie, Galina	100.00%	100.00	100.00	100.00
Hampton, Isaac	100.00%	100.00	100.00	100.00
Planck, Max	100.00%	100.00	100.00	100.00

**Online, Self-Paced Workshops**

**Blackboard: Communicating with Your Students**

**PD Code:** #30

**Hosted by:** David Gray, Academic Technology

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

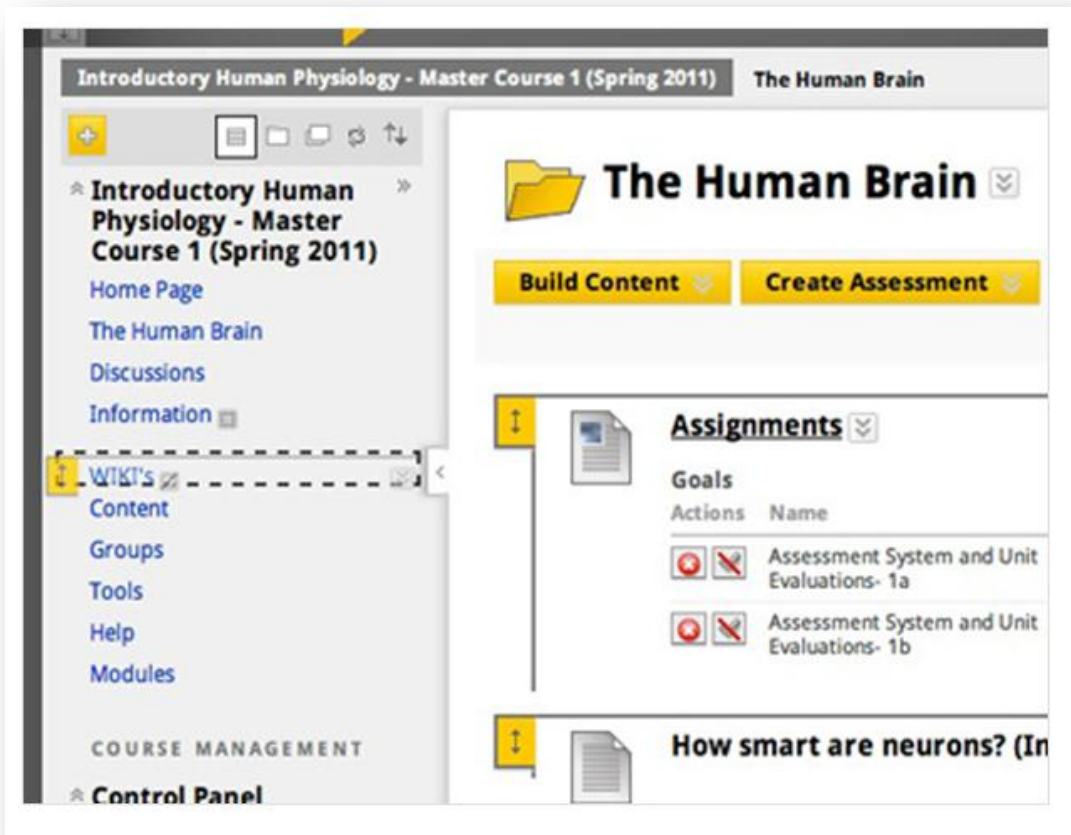
**Location:** Online

**PD Hours:** Variable, depending on participation; up to a maximum of 6 hours

**Description:** Synchronous and asynchronous tools, email 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.

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.

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 "Teaching with Blackboard: Getting Ready for Day One" workshop before attempting this workshop.



**Arranged Workshops Offered by Academic Technology**

Arranged Workshops have variable hours. Please list the Estimated PD Hours and a brief description of the activity or workshop. When you complete your PD contract you will indicate the actual PD hours completed.

**Blackboard with Cream & Sugar**

**PD Code:** #18  
**Hosted by:** Academic Technology  
**Date:** Wednesdays, January 11 – March 14, 2012  
**Time:** 7:30 a.m. – 10:30 a.m.  
**Location:** LL-111  
**PD Hours:** Variable, depending on participation  
**Description:** Each Wednesday we host a “Blackboard with Cream & Sugar” event. 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.



**Academic Technology Personal Training (To Be Arranged)**

**PD Code:** #14  
**Hosted by:** Academic Technology  
**PD Hours:** Variable, depending on participation  
**Description:** Individuals can make appointments via our help system for individualized training on any educational technology or project-based training.

**Academic Technology Departmental Training (To Be Arranged)**

**PD Code:** #15  
**Hosted by:** Academic Technology  
**PD Hours:** Variable, depending on participation  
**Description:** Academic departments can make appointments via our help system when a number of persons in the department are interested in obtaining group training in a specific educational technology topic.

**Palomar Online Education Training (POET)**

**PD Code:** #31  
**Hosted by:** Dr. Lillian Payn, Academic Technology  
**Location:** Online  
**PD Hours:** Variable, depending on participation; up to a maximum of 10 hours  
**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. Contact Lillian Payn ([lpayn@palomar.edu](mailto:lpayn@palomar.edu) or ext. 3626) to enroll in this workshop.

**DVD**

The following video can be checked out from the library for one week at a time.

**Blackboard Training DVD**

**PD Code:** #58

**PD Hours:** 6.5 hours

**Description:** 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 beginning 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 use only at the circulation desk in the library. 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 contains 6.5 hours of video instruction, produced in an easy-to-follow screen video format.

