

# Technology Workshops

Fall 2007

Office of Technology, Bloomsburg University

The technology workshops listed below are offered August 13, 2007 – August 24, 2007. Please register online at <http://ot.bloomu.edu/Training/index.php> beginning August 1, 2007.

Place workshop materials on your public drive or bring them with you on a storage device (*Note: The computers do not have zip drives or 3 ½" floppy drives. Files can be on a thumb drive or cd/dvd*). If you like to follow a step-by-step guide during the workshop, please print the appropriate manual from the Office of Technology Website – Training Materials (<http://ot.bloomu.edu/Training/index.php>).



Overview & Adding Content	
August 13	9:00 – 11:30
August 20	9:00 – 11:30
Assessment	
August 14	9:00 – 11:00
August 21	8:30 – 10:30
Course Options	
August 16	1:30 – 3:00
August 24	10:00 – 11:30
Collaboration Tools	
August 15	1:30 – 3:00
August 24	1:00 – 2:30
Managing Content	
August 13	1:30 – 3:00
August 20	1:30 – 3:00
ePortfolio	
August 16	9:00 – 10:30
August 21	1:30 – 3:00

**Blackboard 7 (Bb)** is a learning management system that can be used to supplement classroom instruction or provide a platform for online courses. You can efficiently manage courses, author content, create assignments, and foster collaboration using discussion boards and chat rooms.

Just getting started? Attend the **Overview and Adding Content** workshop to post your syllabus, contact information and more.

Want to use the gradebook feature of Bb along with having students submit assignments or take quizzes? Attend the **Assessment** workshop to learn more.

Would you like to personalize your course? Join the **Course Options** workshop to modify your course menu, settings, and more.

Looking for ways to have more collaboration with your students or between your students? Then the **Collaboration Tools** workshop is for you! Learn how to use discussion boards, wikis, blogs, and chat.

Release items based on students' success or completion? The **Managing Content** workshop provides the steps needed to release items based on completion, score, or mark review.

New this fall is the **ePortfolio** workshop. See how your students can track their learning and write reflections within Bb while at Bloomsburg University.

Need a refresher on Bb I, II, or III? Visit <http://ot.bloomu.edu/Blackboard/media.php> and watch the videos.

## Workshop Materials

To fully participate in these workshops, please have: a course syllabus, a course document, a PowerPoint file or some type of electronic file.



Respondus	
August 15	9:00 – 11:30

**Respondus 3.5** is a software package used to develop exams and surveys that can be uploaded to Blackboard, saved, or printed. The exam feature of Respondus allows you to enter fifteen question types. If you already have your exam questions in a word editing package, you can import the document into Respondus. (PC only)

**Workshop Material:** Exam with various question types.



Turnitin	
August 14	1:00 – 2:00
August 21	11:00 - Noon

**Turnitin** is a plagiarism prevention system available through Blackboard. All you need is Internet access and your Blackboard account to use the system. Students' papers are checked by Turnitin's in-house copy of the Internet (including public Internet, ProQuest, Periodical Abstracts, Business Dateline, and ABI Inform) and millions of submitted papers to Turnitin. Learn how to create a Turnitin Assignment in Blackboard and view the Originality Reports.

**Workshop Material:** A couple of paragraphs that can be submitted for plagiarism detection. Note: The paper you submit is kept in Turnitin's database.



Wimba	
Contact Regina for individual assistance.	

**Live Classroom** is a software package used to bring live classroom interaction to distance students via the computer. Wimba's Live Classroom provides the following opportunities: live multi-audio, PowerPoint presentations, application sharing, video, Web sharing, whiteboard, and polling. Not teaching at a distance? Consider recording a presentation for students to view at a later date.

**Voice Tools** - allows you to add vocal interactions to Blackboard.



Adobe Professional 7	
August 16	11:00 – Noon
August 23	8:00 – 9:00

### Adobe Professional 7

Looking for a way to place documents in Blackboard for your students to download and view, no matter what word editing package they have? Adobe Professional allows you to create documents that are viewed using Adobe Reader – a free download. Learn how to create PDF from Word and PowerPoint.

**Workshop Materials:** A Word document and PowerPoint presentation.

### SMART Board

SMART Board	
August 22	9:00 – 11:00
August 22	11:30 – 1:30
August 22	2:00 – 4:00

### SMART Board

Training will be provided on the features of the SMART Board Rear Projection systems and the Sympodium Interactive Pen Displays. Topics covered will include writing, erasing and saving notes; controlling applications; and using the SMART Board and Notebook software toolbars.

Note: Due to this being an outside trainer, the times are tentative. Please check for the official times when you register.

## Workshop Location: Bakeless G02

Questions? Please contact Regina Bobak at [rbobak@bloomu.edu](mailto:rbobak@bloomu.edu) or 389-5319.