

Spring 2016 Technology Training Schedule

Registration for training is required. Location for training will be given upon registration.

Complete schedule available at: <http://mxcc.edu/ett/>

Register by emailing mxccdistance@mxcc.comnet.edu with your name, phone number, date, time and title of the training session you would like to attend.

Getting Started with Blackboard Learn

Prerequisite 1: No prior experience with any version of Blackboard

Prerequisite 2: Faculty must be able to log into MyCommNet with their NetID and Password.

Prerequisite 3: Faculty may bring a completed syllabus and course files in Microsoft Word .doc or .docx saved on a USB drive to this training session.

This session will cover commonly used tools in Blackboard Learn Course Management System: Announcement, Messages, Discussions, Content Area, Assignments, Files, and links.

Friday, 2/5/16 1:30 pm - 3:30 pm, Middletown campus

LinkedIn 101: Learn how to get Connected

You don't need to be a new grad or a job hunter to discover the great value in creating a LinkedIn profile. This workshop is for the beginner to the intermediate LinkedIn user. Learn what LinkedIn is, why people use it, and how faculty and students may connect in it. Pertinent facts and statistics about the current job search market, the key role social media recruiting plays, and how to maximize LinkedIn's potential for expanding your own professional network.

Friday, 2/19/16, 10:00 am - 11:30 am, Middletown campus

Blackboard Learn Grade Center and Online Tests

Prerequisites: Faculty have attended Getting Started with Blackboard Learn.

This session will show how to create columns in Grade Center as well as how to create weighted total or total columns for grade calculation. It will also cover how to create an online test and provide tips to import test banks from publishers.

Friday, 2/26/16 10:00 am - 12:00 pm, Middletown campus

LinkedIn 201: Beyond the Basics

Have a LinkedIn profile and not quite sure what to do next? Want to finish off your profile? What are groups and how do I use them? How do I write a recommendation for a student or a professional colleague within LinkedIn? Learn how growing your professional network virtually via LinkedIn may enhance IRL (in real life) networking.

Friday, 3/4/16 10:00 am - 11:30 am, Middletown campus

Cool Apps for Productivity and Teaching

Smart devices have saturated our society, and the many apps available for them have become instrumental tools to help create a more efficient and productive life. This session will cover apps that will help your productivity in and out of the classroom. Please bring your mobile device.

Friday, 3/11/16 10:00 am - 11:30 am, Middletown campus

MxCC Distance Learning is located in Founders 131/131A

mxccdistance@mxcc.comnet.edu ~ 860-343-5756 ~ Monday to Friday 8:00 am —5:00 pm

Yi Guan-Raczowski, Director of Distance Learning/Ed Tech

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