



Spring 2017 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 mxccdistan@mxcc.commnet.edu with your name, phone number, date, time and title of the training session you would like to attend. Please register at least 24 hours in advance of training to avoid workshop cancellations due to low/no enrollment.

Getting Started with Blackboard Learn

Prerequisite: 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 must 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.

Download the [training handout PDF](#)

Friday, 2/10/17, 9:30 am - 11:30 am, Middletown campus

Blackboard Learn: Grade Center and Tests

Prerequisites: Faculty have attended Getting Started with Blackboard Learn.

This workshop will have two parts. The first part will cover Grade Center, how to create grade columns, as well as how to create weighted total or total columns for grade calculation. The second part will cover how to create an online test and provide tips on how to import test banks from publishers.

Download the [Online Test handout PDF](#)

Download the [Grade Center handout PDF](#)

Friday, 2/24/17 10:00 am - 12:00 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, 3/3/17 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 complete 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, 3/24/17, 10:00 am - 12:00 pm, Middletown campus

Teaching with Infographics

Have you noticed that your students pay more attention when you use visuals in your teaching? Did you know that the brain processes visuals much faster than text? Infographics are extremely powerful tools for teaching. In this workshop, you will learn what infographics are and how to use infographics effectively in teaching. You will also have hands-on opportunities to use free online tools to create basic infographics.

Friday, 4/21/17, 10:00 am - 12:00 pm, Middletown Campus