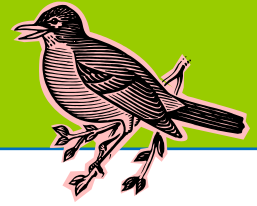




Spring 2018 Technology Training Schedule



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.comnet.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

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.

Friday, 1/25/18, 9:30 am - 11:30 am, Middletown campus

Pegasus Green Showcase

We will first review Pegasus Green's design ideas with an overview of the features in each room. Basic operations of Pegasus 709 C/D will be demonstrated and practiced. How Pegasus Green learning space may be best used to enrich teaching, learning, academic advising, and community outreach will be discussed. The procedures of reserving rooms and room reservation guidelines will be explained. The session will be concluded with a brief tour of the six-room learning space.

Friday, 2/2/18, 10:00 am - 11:00 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.

Friday, 2/23/18, 9:30 am - 11:30 am, Middletown campus

LinkedIn 101: What is it?

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, 4/6/18, 10:00 am - 12:00 pm, Middletown campus

LinkedIn 201: How to Use LinkedIn

Prerequisite: Registrants will already have a free LinkedIn account and are able to log into it.

You don't need to be a new grad or a job hunter to discover the power of creating a LinkedIn profile. This hands-on workshop is for the beginner to the intermediate LinkedIn user who has free LinkedIn account (and is able to log into it). Learn what LinkedIn is, why people use it, and how faculty and students may connect in it. Techniques and steps on how to maximize LinkedIn's potential for expanding your own professional network will be explored.

Friday, 4/13/18, 10:00 am - 12:00 pm, Middletown campus

Create Exceptional Newsletters Like a Designer

Creating a newsletter can be stressful and time consuming. Want to create professional, eye-catching newsletters that viewers will remember? In this workshop, we will learn how to use Canva and Smore to create attention-grabbing, highly professional newsletters in less time and with less effort.

Friday, 4/27/18, 10:00 am - 12:00 pm, Middletown Campus

MxCC Distance Learning is located in Chapman 702/703

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

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

Sandra Couture, Educational Technology Specialist

