



Blackboard Learn Implementation

Blackboard will be down for an upgrade from December 24th from 4:30 PM to December 25th at 10:00 AM.

For faculty using Grade Center in Blackboard, we recommend faculty keep a record of the Grade Center in the end of a semester in case there will be a grade challenge. BOR policy requires faculty to keep a course gradebook for 5 years. Instruction on how to download a grade center can be found at this page (scroll down all the way to the bottom) <http://mxcc.edu/distance/faculty-online-teaching/blackboard-announcement>

The above web site also provides instruction on how to back up a course and copy a course. Distance Learning staff will back up all online courses and archive gradebooks in all online courses after a semester ends.

Distance Learning

Winter 2015

Twenty online courses are scheduled, and two sessions of orientations for online students will be held on Monday, December 28th.

Spring 2016

Sixty-seven online courses are scheduled with the following new courses:

- CAT 205 Cross Sectional Anatomy II
- CAT 206 Image Display Post Proc QA II
- CAT 207 Procedure & Instrumentation II
- CJS 294 Contemporary Issues
- MAM 201 Principles of Mammography



Five orientation sessions are planned to help new online students get started during the first week of Spring 2016.

We worked with faculty to develop Winter 2015 and Spring 2016 online courses. Faculty is encouraged to contact Distance Learning staff for assistance in developing online courses.

In collaboration with marketing staff, we are promoting Winter and Spring online courses on Facebook and Google in December and January.

Educational Technology

21st Century Classroom project

Fall 2015 Instructional Technology Advisory Group meeting was held on November 20th with a discussion on how to integrate the needs from various disciplines into a one area-Pegasus Green.

Life & Health Science Grant

Per grant requirement, five online courses on Blackboard have been copied to allow Microburst Staff to review.

Educational Technology Training

We provided 7 sessions of Lunch & Learn Tech Talk Series held in September and October on Fridays from 12:00 am -12:50 pm.

- Blackboard Grade Center
- Evaluating Online Courses
- LinkedIn 101 & 201
- How to Develop Mobile Friendly Blackboard Courses
- Education Apps for Humanities, English, and Social Sciences
- Best Use of iPhones and iPads

We participated in the "What Can You Do with a Major in..?" event.

Working with Professor Patty Raymond, Social Media in Business topics were taught by Sandra Couture in her BBG 115 class.

Winter 2015 Educational Technology Newsletter

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.commnet.edu with your name, phone number, date, time and title of the training session you would like to attend.

Getting Started with Blackboard

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.

Wednesday, 1/13/16, 1:00 pm—3:30 pm, Middletown campus

Webinars on special topics of Blackboard such as Gradebook, SafeAssign, Kaltura will be offered in January of 2016. We will send out an email to all faculty once the schedule is set. You may also find the most up-to-date technology training schedule at <http://mxcc.edu/ett/>

Entering Final Grades into Faculty Self-Service

- Log on to **my.commnet.edu**.
- Enter your **NetID** and **password**.
- Click on **Banner Student & Faculty Self Service** link.
- Click on **Middlesex Community College**.
- Click on **FACULTY/ADVISOR SERVICES** tab.
- Click on **Select Term**, select a semester and click on Submit.
- Click on **Select CRN**, select a course and click on Submit.
- Select **Grading Students** and then **Enter Final Grades**.

You will be logged out after 30 minutes of inactivity and will lose grades. So please be prepared to enter all grades in a timely manner.

If you have more than 25 students in your class, click the link at the top or bottom of the screen indicating #26 through the last student. This will bring you to the second page. You must submit each page individually.

MxCC Distance Learning is located in Founders 131/131A

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

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