



# Fall 2016 Educational Technology Newsletter



11/22/16 ~ Fall 2016 Edition 2

## Blackboard Learn Implementation

Starting Spring 2017, Blackboard courses will be using a [SaaS environment](#), a cloud-based system. The following are important timelines involved in the transition.

### Winter 2016

Winter 2016 courses will be using the current system. Winter courses are now available for faculty to develop their courses.

Registered students will be able to access Winter 2016 courses on December 20th.

### Spring 2017

Spring 2017 courses have been locked and will be available for faculty to access starting on December 27th. Under special circumstances, if faculty need to work on their spring courses early, they may contact Distance Learning to unlock their courses. The unlocked courses will be manually moved to SaaS from December 21st to December 29th. During this time (12/21—12/29), faculty should not be working on their unlocked courses.

Registered Students will be able to view Spring 2017 courses on Blackboard starting on January 16th.

### Fall 2016

Fall 2016 courses will be locked on December 21st in order to be moved to the SaaS. It will take about two weeks to move all Fall 2016 courses to the new system. MxCC's Fall 2016 grades are due at 9:00 am on December 20th.

After grades are in, faculty are advised to download the course Grade Center for record keeping. The instruction on how to download a Grade Center can be found at <http://mxcc.edu/distance/faculty-online-teaching/how-to-documentation>. On or after December 27th, faculty may copy Fall 2016 courses to Spring 2017 courses in the SaaS system.

Fall 2015, Winter 2015, Spring 2016, and Summer 2016 courses will be in SaaS by the beginning of December. Winter 2016, Fall 2014 through Summer 2015 courses will be moved to SAAS during February of 2017.

When the SaaS system is available, faculty will be directed to their courses in the Blackboard SaaS system via a special link once they have logged onto MyCommNet.

## Distance Learning

### Winter 2016

Eighteen online courses are scheduled and two sessions of orientations will be provided on Tuesday, December 27th, to help students get started.

### Spring 2017

Sixty-four courses are scheduled and four sessions of orientations for the first time online students will be offered on January 19th, January 20th, and January 21st.

Distance Learning web site has been updated to provide information on Winter 2016 and Spring 2017 online courses at <http://mxcc.edu/distance>.

Winter 2016 and Spring 2017 online courses have been advertised at the Connecticut Distance Learning

MxCC Distance Learning is located in Chapman 702/703

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

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Consortium to help promote the courses.

We are working with Marketing staff to promote winter and fall online courses via Tribute Media, NPR radio station, and MxCC's social media entities.

In collaboration with the Academic Success Center, online tutoring is being offered on the Blackboard Virtual Campus site. Students may submit an English essay or an academic paper in social science and humanities for a tutor to review and provide feedback. With Math problems, students may make a request for a "live" tutoring session via WebEx. We recommend that faculty spread the word to their students so they may take advantage of this service.

## Educational Technology

### 21st Century Classrooms

An Instructional Technology Advisory team meeting was held on November 3rd and committee members reviewed the proposals from the two focus groups: Large Classroom and Makerspace. It was agreed that the Large Classroom proposal would be moved forward using 21st Century Classroom - Phase III funds. Since some equipment setups in the Makerspace proposal overlap with Pegasus Green's setups (e.g. One Button Studio), members decided that after Pegasus Green's tryout, the proposal will be revisited and the proposed equipment will be supported using college capital funds.

### BBG 115 Social Media Units

- Sandra Couture worked in collaboration with Professor Patty Raymond to deliver a two-day Social Media unit to the students in BBG 115 Business Software Applications on-ground and online sections. This marks the fifth year of the collaboration between Professor Raymond's BBG 115 classes and Distance Learning.

## Export/Download Grade Center in Blackboard

For faculty using Grade Center in Blackboard, we recommend that they keep a record of the Grade Center in case of a grade challenge. BOR policy requires faculty to keep a course gradebook for 5 years. The steps involve exporting the Grade Center as a MS Excel file and downloading the file to your computer.

1. On the Full Grade Center page, go to "Work Offline" (upper right corner) and select "Download".
2. Use the "default" setting in the Download Grade page and click on "Submit".
3. On the next page, click on "Download" button.