



Spring 2019 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, 2/1/19, 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.

Friday, 2/8/19, 9:30 am - 11:30 am, Middletown campus

Blackboard Basics

Prerequisite 1: Faculty must be able to log into MyCommNet with their NetID and Password.

Prerequisite 2: 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.

Saturday, 3/2/19, 1:30 pm - 3:30 pm, Middletown campus

Saturday, 4/6/19, 1:30 pm - 3:30 pm, Middletown campus

Protect Your Identity Online

Discover and explore Google Docs. A free Web-based application in which documents, spreadsheets, presentations, and forms may be created, edited and stored online. Files may be accessed from any computer with an Internet connection and a full-featured Web browser.

Friday, 3/22/19, 10:00 am - 11:30 am, 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, 4/19/19, 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, 4/26/19, 10:00 am - 12:00 pm, Middletown campus