



Spring 2020 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 mxccdistanace@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.

Friday, 1/31/20, 9:30 am - 11:30 am, Middletown campus

Friday, 1/31/20, 1:00 pm - 3:00 pm, Middletown campus

Blackboard Learn: Grade Center

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, 2/7/20, 10:00 am - 11:00 am, Middletown campus

Friday, 2/7/20, 1:00 pm - 2:00 pm, Middletown campus

Blackboard Learn: Tests

This workshop will show you how to create a test in Blackboard from scratch or from a testbank. The steps on how to manage a test and how to obtain test banks from a publisher will also explained.

Friday, 2/21/20, 10:00 am - 11:00 am, Middletown campus

Friday, 2/21/20, 1:00 pm - 2:00 pm, Middletown campus

Office 365: Teams & One Drive

Discover and explore Office 365. Web-based applications 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, 3/6/20, 10:00 am - 11:30 pm, Middletown campus

Introduction to 360-degree Videos & Photos (Chapman Hall Room 711)

Prerequisite: Attendees bring their own smart phones.

Have you ever wanted to take a 360-degree video or photo of your work space or an event and post it to your college's web site?

Then this is the class for you. We will discuss how to use 360-degree medium, specifically Ricoh Theta. How to capture, export, and upload to various free 360-degree free hosting sites.

Seat limit: 10 attendees.

Friday, 3/27/20, 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, 4/3/20, 10:00 am – 11:00 am, Middletown Campus

MxCC Distance Learning is located in Chapman 702/703

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

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

Sandra Couture, Educational Technology Specialist

