FEBRUARY 2019

13 - WEDNESDAY

Zoom

Room 2152, Main Campus
12:30PM-1:30PM

14 - THURSDAY

Enhancing your Content

TEC
2:00PM-3:30PM

15 - FRIDAY

Open Lab

Room 2152, Main Campus
1:00PM-3:00PM

18 - MONDAY

Creating Blackboard Tests

Room 2152, Main Campus
1:00PM-2:00PM

19 - TUESDAY

Creating your Grade Center

Pioneer Center
12:30PM-3:30PM

20 - WEDNESDAY

Creating your Grade Center (Basic)

Room 2152, Main Campus
10:00AM-11:00AM

21 - THURSDAY

Creating your Grade Center

TEC
2:00PM-3:30PM

23 - SATURDAY

Creating your Grade Center

Room 2152, Main Campus
9:00AM-10:00AM

Enhancing your Content

Room 2152, Main Campus
10:15AM-11:15AM

26 - TUESDAY

Enhancing your Content

Pioneer Center
12:30PM-3:30PM

27 - WEDNESDAY

Ally & Accessible Documents

Room 2152, Main Campus
11:00AM-12:00PM

28 - THURSDAY

Open Lab

Room 2152, Main Campus
9:00AM-12:00PM

? QUESTIONS?

Contact **Becky Giger** at 913-288-7360 (bgiger@kckcc.edu)

Sign-up at https://blogs.kckcc.edu/online-education/training/

SESSION DETAILS

▶ **Creating your Grade Center in Blackboard**

The Grade Center in Blackboard is a key component for both online and on-ground classes. Once your Grade Center is created, it allows instructors to provide students with their current progress in the class. In the very near future, grades will be submitted directly from Blackboard to Ellucian, as WebAdvisor goes away.

▶ **Enhancing your Content in Blackboard**

Save paper by putting all of your documents into Blackboard as links that can be easily accessed and always available, 24/7.

▶ **Zoom**

Use Zoom to video conference with students, faculty and staff. Zoom's functionality makes it a perfect tool for collaborative meetings, webinars, technical support, as well as office hours, guest lectures, and study sessions.

▶ **Creating Blackboard Tests**

Creating tests in Blackboard saves paper and eliminates the need for scantrons. Learn how to create your own tests in one class and copy them to another class very easily. Using tests banks from a publisher's test bank is another alternative. Randomize questions and answers, display one question at a time, or limit backtracking.

▶ **Ally & Accessible Documents**

Ally uses features to create accessible documents for all students regardless of ability.

MARCH 2019

ONLINE EDUCATION SERVICES CALENDAR

01 - FRIDAY

Open Lab

Room 2152, Main Campus
9:00AM-2:00PM

05 - TUESDAY

Creating your Grade Center

Pioneer Center
12:30PM-3:30PM

07 - THURSDAY

Creating your Grade Center

TEC
2:00PM-3:30PM

11 - MONDAY

Open Lab

Room 2152, Main Campus
12:30PM-3:00PM

12 - TUESDAY

Enhancing your Content

Pioneer Center
12:30PM-3:30PM

13 - WEDNESDAY

Common Issues & How to Fix Them

Webinar
1:00PM-2:30PM

14 - THURSDAY

Enhancing your Content	**Flipgrid**
TEC 2:00PM-3:30PM	Room 2152, Main Campus 12:30PM-1:30PM

16 - SATURDAY

Creating your Grade Center	**Enhancing your Content**
Room 2152, Main Campus 9:00AM-10:00AM	Room 2152, Main Campus 10:15AM-11:15AM

25 - MONDAY

Open Lab (Grade Center)

Room 2152, Main Campus
12:30PM-3:00PM

26 - TUESDAY

Creating your Grade Center

Pioneer Center
12:30PM-3:30PM

28 - THURSDAY

Creating your Grade Center	**Flipgrid**
TEC 2:00PM-3:30PM	Room 2152, Main Campus 10:30AM-11:30AM

29 - FRIDAY

Open Lab (Grade Center)

Room 2152, Main Campus
8:00AM-12:00PM

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▶ Enhancing your Content in Blackboard

Save paper by putting all of your documents into Blackboard as links that can be easily accessed and always available, 24/7.

▶ Common Blackboard Issues and How to Fix Them

This session is a two hour webinar that will address some of the familiar problems in Blackboard, such as:

- Course Copy
- Date Availability settings
- Managing Total Columns
- Using Box/SafeAssign
- Editing My Courses module
- Additional Attempts
- Managing Test Results and Feedback settings

▶ Flipgrid

Flipgrid is a free video discussion platform that can be used in online and on ground classes, and is available with your Office 365 account. Use Flipgrid instead of the regular discussion forum in your online class and allow students and instructors to see each other as they participate in the discussion.

ONLINE EDUCATION SERVICES CALENDAR APRIL 2019

01 - MONDAY	02 - TUESDAY	
Creating Blackboard Tests Room 2152, Main Campus 12:30PM-1:30PM	**Creating your Grade Center** Pioneer Center 12:30PM-3:30PM	**Ally & Accessible Documents** Room 2152, Main Campus 10:00AM-11:00AM

03 - WEDNESDAY	04 - THURSDAY	05 - FRIDAY
Respondus Lockdown Browser and Monitor Room 2152, Main Campus 1:00PM-2:00PM	**Enhancing your Content** TEC 2:00PM-3:00PM	**Open Lab (Grade Center)** Room 2152, Main Campus 9:00Am-12:00PM

08 - MONDAY	09 - TUESDAY	10 - WEDNESDAY
Common Issues & How to Fix Them Webinar 1:00PM-2:30PM	**Enhancing your Content** Pioneer Center 12:30PM-3:30PM	**Zoom** Room 2152, Main Campus 11:00AM-12:00PM

11 - THURSDAY	12 - FRIDAY	13 - SATURDAY	
Creating your Grade Center TEC 2:00PM-3:30PM	**Open Lab (Grade Center)** Room 2152, Main Campus 9:00AM-12:00PM	**Creating your Grade Center** Room 2152, Main Campus 9:00AM-10:00AM	**Enhancing your Content** Room 2152, Main Campus 10:15AM-11:15AM

15 - MONDAY	16 - TUESDAY	17 - WEDNESDAY
Flipgrid Room 2152, Main Campus 1:00PM-2:00PM	**Creating your Grade Center** Room 2152, Main Campus 12:30PM-3:30PM	**Open Lab (Grade Center)** Room 2152, Main Campus 10:00AM-2:00PM

18 - THURSDAY	23 - TUESDAY	24 - WEDNESDAY
Enhancing your Content TEC 2:00PM-3:30PM	**Enhancing your Content** Pioneer Center 12:30PM-3:30PM	**Ally & Accessible Documents** Room 2152, Main Campus 12:30PM-1:30PM

QUESTIONS?	25 - THURSDAY	26 - FRIDAY
? QUESTIONS? Contact **Becky Giger** at 913-288-7360 (bgiger@kckcc.edu) Sign-up at https://blogs.kckcc.edu/online-education/training/	**Creating your Grade Center** TEC 2:00PM-3:30PM	**Open Lab** Room 2152, Main Campus 9:00AM-12:30PM

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▷ Ally & Accessible Documents

Ally uses features to create accessible documents for all students, regardless of ability.

▷ Respondus Lockdown Browser and Monitor

Respondus Lockdown Browser and Monitor is a proctoring tool that is available at the college. You will be shown how to set up your tests and how students will use the tool as well.

▷ Enhancing your Content in Blackboard

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▷ Common Issues in Blackboard and How to Fix Them

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