

Spring, 2007  
Volume 2, Issue 2

# Instructional Technology at Calumet College of St. Joseph

## Blackboard Training

Discussion Board

Assignments and Building  
Blocks

Adaptive Release

Assessment and Survey

Gradebook

Learning Objects

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Microsoft Office Training

MS Outlook 2003

MS PowerPoint 2003

See training dates and times  
at

<http://www.ccsj.edu/blackboard/training.htm>

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Toni Koslow, Instructional Technologist provides support and training for faculty and staff. She is available to consult with faculty and staff on a one-on-one basis to explain software and equipment help work through problems, and provide alternatives using various technologies.

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## Blackboard Learning System, Version 7.1

The Blackboard Learning System - Enterprise version 7.1 is the eLearning system Calumet College of St. Joseph uses for its courses. The new features and enhancements include Discussion Board, Assignments, Assessment and Gradebook, Adaptive Release and Performance Dashboard. To add new functionality to Blackboard, I have installed two Building Blocks, the Link Checker and Document Unpackager. Faculty can now validate the web links within the External Links area of their Course using the Link Checker. The Document Unpackager enables faculty to upload a zip file containing folders and files to Blackboard. Faculty can now add a unit of instruction with one step.

Course cartridges are an easy way for instructors to supplement their Blackboard courses with content-rich materials developed by academic publishers. Using a course cartridge allows you to import publisher's content directly into your course. Some cartridges are available at no cost.

Learning objects are a new way of thinking about learning content. Learning objects are much smaller units of learning, typically ranging from 2 minutes to 15 minutes (*Wisc-Online Resource Center*).

MERLOT is a leading edge, user-centered, searchable collection of peer reviewed, higher education, online teaching and learning materials. See Merlot at <http://www.merlot.org/merlot/index.htm>

To learn more about learning objects, plan to attend the Blackboard Training session.

## Multimedia – Classroom Technology

In August, we purchased new equipment for four new SMART classrooms. Classrooms 207, 208, 209 and 309 have computer projector, computer and vcr/dvd player. Faculty and staff must now use their college network account to login. Contact Computer Services for help with your login and password. One portable computer lab is available this semester. Contact the library at ext. 373 to make your reservation. At least 48 hours notice is required to ensure that the computers can be properly charged and the cart can be delivered to the classroom.

The Gyration mouse and keyboard suite allow you to be mobile up to 30' away from the instructor desk. Set-up time is minimal. If you are teaching or presenting at an off-site location, you may reserve a computer projector/laptop. Contact Toni Koslow at 219-473-4377, [akoslow@ccsj.edu](mailto:akoslow@ccsj.edu) to learn how to use the equipment and/or reserve the equipment.

Please be sure to turn off equipment in the classrooms. If you need help with equipment, please contact Computer Services at 219-473-4366. Contact Toni Koslow to report problems or to schedule training.

Calumet College of St. Joseph firmly believes in abiding by the copyright guidelines as set forth in the [U. S. Copyright Office](#). To learn more about copyright, see <http://www.ccsj.edu/blackboard/distance.htm>.

## Blackboard Training Workshops

**Please contact Toni Koslow three days prior to the training session to confirm your registration.**

### **Discussion Board**

In this workshop, you will learn how to set up discussion forums. Instructors can determine whether students can moderate, modify, delete, post anonymously, include attachments, and other options. Forums can be sorted/viewed by thread, author, date, or subject and are completely searchable. Discussions can be graded for a participation grade and peer rating may be enabled.

### **Assignments and Building Blocks**

In this workshop, you will learn how to create assignment items through which students can submit their response directly into the Gradebook. Instructors will learn how to use the Link Checker to validate web links within the External Links area of a course and use the Document Unpackager to add a folder with files into your course.

### **Adaptive Release**

In this workshop, you will learn how to create custom learning paths through course content and activities. Content items, assessments, or other activities can be released to students based on a set of criteria including: date/time, username, group membership, grade on a particular test or assignment, or whether the user has previously reviewed another piece of content.

### **Assessment and Survey**

In this workshop, you will learn how to deliver online, automatically-scored assessments, and create surveys. Question types include True/False, Multiple Choice, Multiple Answer, or other test questions. Assessments can be given all at once or one at a time, can be timed or un-timed, and assessments can be taken multiple times or only once.

### **Gradebook**

In this workshop, you will learn how to store student performance results in the course Gradebook. Scores from assessments delivered through Blackboard are automatically recorded in the Gradebook.

### **Learning Objects**

In this workshop, you will learn about learning objects, and how to incorporate the learning objects into your course.

## Microsoft Office Training Workshops

### **MS Outlook 2003**

In this workshop, you will learn how to send and retrieve e-mail messages, create folders to store your messages, create a distribution list, and send a meeting request.

### **MS PowerPoint 2003**

In this workshop, you will learn how to create, format, add transitions to slides and print a presentation.

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