Face-to-face workshops are located in Greve 520, Presidential 112A, Humanities, and Hodges Library.

Please note the location of your workshop when registering: oit.utk.edu/training

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OIT WORKSHOPS
FOR INSTRUCTORS AND STAFF

SPRING 2016

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REGISTER FOR FACE-TO-FACE WORKSHOPS

Accessibility

Removing Barriers: Creating More Accessible Word, PowerPoint, and PDF Files on a Mac

Jan 26, Tues 9:30am–12:00pm Greve 520
Feb 22, Mon 1:00pm–3:30pm Greve 520
March 24, Thurs 9:30am–12:00pm Greve 520

Learn how to create electronic course documents that are accessible to all students, including students with disabilities. Small changes in how you create Word, PPT, and PDF documents will have a huge, positive impact for all students. This workshop will also introduce you to the accessible UTK Course Syllabus template and is designed for the Mac users of Microsoft Office 2011.

(MAC FOCUSED)

Removing Barriers: Creating More Accessible Word, PowerPoint, and PDF Files Using Office 2013

Feb 1, Mon 10:00am–12:00pm Greve 520
Feb 25, Thurs 10:00am–12:00pm Greve 520
March 8, Tues 1:00pm–3:00pm Greve 520
March 31, Thurs 10:00am–12:00pm Greve 520
April 11, Mon 1:00pm–3:00pm Greve 520

Learn how to create electronic course documents that are accessible to all students, including students with disabilities. Small changes in how you create Word, PPT, and PDF documents will have a huge positive impact for all students. This workshop will also introduce you to the accessible UTK Course Syllabus template and is designed for Windows users of Office 2013.

(PC FOCUSED)

Adobe Captivate Interactive Practice and Assessment Templates

Feb 8, Mon 10:00am–12:00pm Greve 520
March 3, Thurs 1:00pm–3:00pm Greve 520

Learn how to use Captivate templates to design and develop interactive practice and assessment activities. The workshop will include samples of work that participants can then use to follow the visual process steps to create their own activities.

Camtasia

Camtasia for Mac

Jan 21, Thurs 9:00am–11:00am Greve 520
April 1, Fri 9:00am–11:00am Greve 520

Create an online instructional video that includes a digital recording of a screen, such as a course site tour, web-based application demonstration, or PowerPoint.

Classroom Management Software

Insight for the Computer Lab Classroom

Jan 21, Thurs 2:10pm–3:10pm Humanities 201
Jan 22, Fri 2:30pm–3:30pm Humanities 201

ONE-HOUR WORKSHOP. Insight allows instructors to block or limit applications and web browsing, lock all student computers, collaborate with students from the instructor station, and much more. Insight is available in several OIT Labs (Humanities 201 and 202, Presidential 113A, and John D. Tickle 403) as well as classrooms (Humanities 204 and 209 and BESS 276).

Cloud Storage

Cloud Storage Options at UTK

Feb 16, Tues 9:30am–10:45am Greve 520
April 18, Mon 9:30am–10:45am Greve 520

This workshop provides an overview and comparison of T-Storage, Microsoft OneDrive, and Google Drive resources on campus.

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Adobe Captivate

Captivate 1 (Hands-On With Adobe Captivate)

Jan 25, Mon 9:30am–11:30am Greve 520
March 7, Mon 9:30am–11:30am Greve 520

Learn how to use Captivate to create an online interactive learning module that contains slides, images, screenshots, video, audio, captions, hyperlinks, and self-testing quiz questions.

(PC FOCUSED)
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Online@UT 02 (Assessments in Blackboard Learn)

Feb 4, Thurs 9:00am–11:00am Greve 520
March 23, Wed 1:00pm–3:00pm Greve 520

Learn to create, manage, deploy, and grade online assessments using the assessment tools in Online@UT. We’ll also go beyond the nuts and bolts of assessment creation and management by learning best practices and helpful hints that can contribute toward a better, more efficient online experience for both you and your students.

Online@UT 03 (Blogs and Wikis in Blackboard Learn)

Jan 19, Tues 9:00am–11:00am Greve 520
March 10, Thurs 1:00pm–3:00pm Online via Zoom
April 26, Tues 9:00am–11:00am Greve 520

In this workshop, participants will explore Online@UT blogs and wikis, configure these tools for different purposes, and discuss their uses.

Online@UT 04 (Assignments and Plagiarism Prevention and Detection in Blackboard Learn)

Jan 22, Fri 9:00am–11:00am Greve 520

SafeAssign is a software resource designed to help students avoid plagiarism and improper citation. It encourages original writing and proper citation practices by cross-referencing submitted materials. The SafeAssign tool is integrated into Online@UT, and does not require additional software.

Online@UT 05 (Grade Center in Blackboard Learn)

Jan 13, Wed 9:00am–11:00am Greve 520
Feb 2, Tues 1:00pm–3:00pm Greve 520
April 22, Fri 9:00am–11:00am Greve 520

Students report that access to grades in Online@UT is extremely useful, and instructors routinely comment on the ease of use of the Online@UT Grade Center. Join us to learn more about best practices in managing grades online using the Online@UT Grade Center.

Online@UT 07 (Integrating Publisher Content Into Your Blackboard Learn Site)

Feb 10, Wed 1:00pm–2:00pm Greve 520

ONE-HOUR WORKSHOP. This workshop will present a brief overview of publisher integration tools within Online@UT. Participants will learn how to integrate learning resources and tools from Cengage Learning, Macmillan Higher Education, McGraw-Hill, Pearson, and WileyPLUS into their Blackboard Learn course site.

Online@UT 09 (Assessment Rubrics in Blackboard Learn)

Jan 15, Fri 9:00am–10:00am Greve 520
April 12, Tues 1:00pm–2:00pm Online via Zoom

ONE-HOUR WORKSHOP. In this workshop participants will have an introduction to the interactive rubric tool in Online@UT (Blackboard Learn). Participants will learn what a rubric is, how to create and manage rubrics, how to apply the rubric in the Grade Center, where to use a rubric, and instructional uses of rubrics.

Online@UT 11 (Student Engagement Through Discussion Forums)

Feb 11, Thurs 9:00am–10:00am Greve 520
April 5, Tues 1:00pm–2:00pm Greve 520

ONE-HOUR WORKSHOP. Learn to use discussion forums to manage communication, develop community, engage the students, and evaluate learning. Learn to apply rubrics to standardize grading and make it easier to manage.

Digital Badges and Certificates: Recognition for What You Teach

Feb 2, Tues 9:00am–10:00am Greve 520
March 2, Wed 1:00pm–2:00pm Greve 520
April 28, Thurs 1:00pm–2:00pm Greve 520

ONE-HOUR WORKSHOP. Being rewarded is a powerful extrinsic motivator. Providing recognition for a job well done throughout your course can keep students motivated and create a map of what they can learn. In Blackboard, you can use the achievements tool to create student opportunities to earn recognition for their work. Join us in this workshop for an introduction to achievements in the form of both digital badges and certificates.

Video Everywhere: A New Video Option for Blackboard Learn

Feb 23, Tues 9:00am–10:00am Greve 520

ONE-HOUR WORKSHOP. Use the Video Everywhere option to record messages on your webcam to share with your students. You can also use Video Everywhere to upload previously-recorded video such as Voice-Over-PowerPoint. In both instances, videos are uploaded to your personal YouTube channel, and then embedded in your Content Area in Blackboard Learn so all students can quickly and easily watch your video content. YouTube makes it easy to upload, and converts your videos for you so any student with Adobe Flash can watch your videos without having to download or install anything.

Prezi

Prezi for Faculty 1 (Basics)

Feb 16, Tues 3:30pm–5:00pm Presidential 112A
March 10, Thurs 9:30am–11:00am Presidential 112A

Prezi is a cloud-based presentation and storytelling software tool that allows the presenter(s) to zoom to different views on a wide virtual canvas rather than going linearly from slide to slide in a traditional presentation. Prezis can make your presentations more visually appealing while also making it easy for multiple presenters to collaborate on one presentation.
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