

Registration is not necessary for faculty. Just log into the Blackboard Basics for Faculty, Spring 2021 workshop on Blackboard 15 minutes before the workshop begins, and go into Blackboard Collaborate. If you need help locating the online workshop, email [itec@citytech.cuny.edu](mailto:itec@citytech.cuny.edu)

**The Online Learning Advisory Council (OLAC) Presents:  
A Monthly Series of 30-minute Express Tips and Conversations  
from experienced City Tech online professors**

**Location: City Tech Blackboard Basics for Faculty, Spring 2021.**

Log into the workshop in Blackboard and go to Collaborate and announcements. The workshop will be held in Collaborate (unless changed to Zoom. Then the location will be found in the announcements.)

**Professors Justine Pawlukewicz and Nazanin Munroe with Dr. Karen Lundstrem:**

**Title: Designing Course Materials so students can find information easily**

**Date: Monday, Feb. 8<sup>th</sup>, 4:00 pm – 4:30 pm**

What do students need to know, so they can find information about their courses easily? In this discussion, you will see how to design your syllabus, and then explore some ways to customize courses in different departments by effectively organizing materials on Blackboard and OpenLab.

**Professor Linda Bradley, Dr. Karen Lundstrem, and iTEC staff Miguel Rodriguez and Daniel Alfonzo**

**Don't just tell us, show us:**

**How Faculty and Students can effectively use video to create and complete assignments**

**Date: Friday, March 12<sup>th</sup>, 11:00 am – 11:30 am**

This presentation will show how both the professor and students effectively used video in the classroom. Professor Bradley will discuss key takeaways for faculty to consider in creating or updating a video assignment. iTEC will show how nursing students can use YuJa video in Blackboard to successfully show evidence of assessment skills.

**Professors Jenny Giannopoulou and Amit Mehrotra with Dr. Karen Lundstrem**

**Title: Avoiding Zoom (and Collaborate) Burnout in your Online Classes**

**Date: Wed, April 14, 2:30 pm -3:00 pm**

This workshop will cover techniques to avoid student burnout in your synchronous online classes, using Zoom or Blackboard Collaborate.

**Professors Mary Sue Donsky, Pete Catapano, and Tanya Goetz with Dr. Karen Lundstrem**

**Title: Transitioning to hybrid and partially online courses in the fall**

**Date: Thursday, May 6<sup>th</sup>, 1:00 pm – 1:30 pm**

Now that all professors have taught fully online throughout the pandemic, how can they take what works best online and blend it with their face-to-face classes to create an effective hybrid or partially online course? How can hybrids satisfy students' desires for online flexibility in their schedules with the in-classroom experience of learning? This workshop will provide examples from the professors' courses and discussion from their years of teaching hybrid courses.

### **Blackboard Online Workshop for Faculty**

You can log into this workshop by using your CUNYFirst credentials to get into Blackboard. Go to the CUNY website at <https://www.cuny.edu/> In the far upper right-hand corner, you will see login. Pull down the menu to select Blackboard. Then use your CUNYFirst credentials to get into Blackboard.

Since this online workshop is for training purposes, you are all enrolled as students. So look for courses in which you are participating as a student. You will need to scroll down beneath the courses that you are teaching. As I mentioned, you will be enrolled by tomorrow, so there is no need to register. However, if you still have difficulty finding the workshop, email [itec@citytech.cuny.edu](mailto:itec@citytech.cuny.edu) If you have trouble with your CUNYFirst login, please contact the CIS help desk at [helpdesk@citytech.cuny.edu](mailto:helpdesk@citytech.cuny.edu)

Additional online support for Blackboard can be found on our [Faculty Blackboard](#) page. Additional support for online teaching will be found in the Blackboard Online Workshop for Faculty and on our [City Tech Online](#) page. If your students need extra help, they can also log into Blackboard and ask their questions in the Blackboard Online Workshop for Students. Please see the [Academic Continuity](#) website for help with OpenLab, email, online MS Office, etc.

The following fully online workshops and presentations are designed to help you with your online teaching this semester. They will all be held in the **City Tech Blackboard Basics for Faculty Spring 2021** course where all faculty are enrolled as students. Go to the workshop and click on ITEC LIVE BLACKBOARD WORKSHOPS 15 minutes before the session begins in Collaborate. Note: workshops will not be available until 15 minutes before start time. If you have trouble entering, please email [itec@citytech.cuny.edu](mailto:itec@citytech.cuny.edu)

### **Blackboard Basics**

- January 26, Tuesday: 5:00pm - 6:30pm
- January 28, Thursday: 1:00pm - 2:30pm
- February 05, Friday: 3:00pm - 4:30pm

### **Grade Center**

Learn how to build quizzes in Blackboard and how to use the gradebook.

- January 28, Thursday: 5:00pm - 6:30pm
- February 04, Thursday: 1:00pm - 2:30pm
- March 18, Thursday: 1:00pm - 2:30pm
- April 07, Wednesday: 11:00pm - 12:30pm
- April 23, Friday: 3:00pm - 4:30pm

### **Blackboard Collaborate**

- January 25, Monday: 11:00am - 12:30pm
- February 01, Monday: 5:00pm - 6:30pm
- February 09, Tuesday: 3:00pm - 4:30pm

### **Plagiarism Tools**

Turnitin & SafeAssign

- February 03, Wednesday: 5:00pm - 5:30pm
- February 17, Wednesday: 3:00pm - 3:30pm

### **Zoom Part 1**

Setting up a Secure Meeting & Basic Navigation

- January 25, Monday: 3:00pm - 3:30pm
- January 29, Friday: 12:00pm - 12:30pm
- February 02, Tuesday: 4:00pm - 4:30pm
- February 11, Thursday: 1:00pm - 1:30pm
- February 19, Friday: 11:00am - 11:30am

### **Zoom Part 2**

Teaching Tools in Zoom: Polling, Sharing Screen, Breakout Rooms

- January 25, Monday: 4:00pm - 4:30pm
- January 29, Friday: 1:00pm - 1:30pm
- February 02, Tuesday: 5:00pm - 5:30pm
- February 11, Thursday: 2:00pm - 2:30pm
- February 19, Friday: 12:00pm - 12:30pm

### **YuJa Part 1**

YuJa is a lecture capture, video editing, and media storage system within Blackboard that can be used by both faculty and their students. (Students can use it for presentations and homework video projects.)

Part 1 covers Overview, Setup and Blackboard Integration of the YuJa lecture capture, media storage, and video editing tool.

- January 27, Wednesday: 4:00pm - 4:30pm
- February 16, Tuesday: 2:00pm - 2:30pm
- March 15, Monday: 11:00am - 11:30am
- April 06, Tuesday: 5:00pm - 5:30pm

## **YuJa Part 2**

Editing & Publishing in YuJa

- January 27, Wednesday: 5:00pm - 5:30pm
- February 16, Wednesday: 3:00pm - 3:30pm
- March 15, Monday: 12:00pm - 12:30pm
- April 06, Tuesday: 6:00pm - 6:30pm

## **Snagit**

Snagit is licensed for faculty and allows screen capture. Licenses are obtained through the City Tech GroupLink system.

- February 09, Tuesday: 1:00pm - 1:30pm
- February 25, Thursday: 5:00pm - 5:30pm
- March 09, Tuesday: 5:00pm - 5:30pm
- April 15, Thursday: 1:00pm - 1:30pm

## **Camtasia Part 1**

Camtasia is only licensed for faculty and may not be used by your students. Part 1 covers overview, lecture capture, and video editing tool.

- February 08, Monday: 11:00am - 11:30am
- February 24, Wednesday: 3:00pm - 3:30pm
- March 19, Friday: 3:00pm - 3:30pm
- April 07, Wednesday: 1:00pm - 1:30pm

## **Camtasia Part 2**

Editing and Publishing

- February 08, Monday: 12:00pm - 12:30pm
- February 24, Wednesday: 4:00pm - 4:30pm
- March 19, Friday: 4:00pm - 4:30pm
- April 07, Wednesday: 2:00pm - 2:30pm

## **ePARSE**

The ePARSE system was implemented to facilitate the creation and review of a faculty PARSE report. The system is intended to help organize faculty PARSE submissions and streamline the review process. For information about the contents of the ePARSE, refer to the Guidelines for Faculty Personnel Process.

- March 18, Thursday: 5:00pm - 6:00pm
- March 22, Monday: 3:00pm - 4:00pm
- April 08, Thursday: 1:00pm - 2:00pm
- April 12, Monday: 11:00am - 12:00pm
- April 16, Friday: 3:00pm - 4:00pm
- April 22, Thursday: 1:00pm - 2:00pm