



# Blackboard At-A-Glance Training/Discussion



A Workshop Series on Blackboard Topics  
**Blackboard is coordinated through the  
Teaching and Learning Center, 240A**

The **Blackboard At-A-Glance** series will be offered weekly during the first half of the Spring 2020 semester. The series is designed for both **full-time and adjunct faculty**; both **novice and experienced users** can benefit from the series.

## Course Setup - Navigation & Structure

- buttons on default navigation menu (hiding, renaming, deleting)
- course structure & organization
- Adaptive Release

January  
27<sup>th</sup> or 28<sup>th</sup>

## Grade Center

- adding manual columns vs. calculated columns
- customizing Grade Center (color coding, column organization)
- Grade Reports (backing up Grade Center)

February  
3<sup>rd</sup> or 4<sup>th</sup>

## Course Reports

- Single User Course Reports
- Retention Center
- Performance Dashboard

February  
10<sup>th</sup> or 17<sup>th</sup>

## Collaboration Tools

- Discussion Boards (forums vs. threads; setup options; tool links)
- Blogs, Journals, & Wikis
- Best Practices

February  
17<sup>th</sup> or 18<sup>th</sup>

## Assignments

- creating assignments
- SafeAssign; inline grading
- Rubrics

February  
24<sup>th</sup> or 25<sup>th</sup>

## Tests, Surveys, & Pools

- building vs. deploying tests (configuring test options)
- viewing results and access logs
- surveys

March  
2<sup>nd</sup> or 3<sup>rd</sup>

## Using Web Content

- Web Links vs. Mashups
- embed videos
- Google Drive content

March  
9<sup>th</sup> or 10<sup>th</sup>

## At-A-Glance Spring 2020

### Mondays

Jan 27 – Mar 9  
4:00-5:15PM  
Hickory Hall, 127

### Tuesdays

Jan 28 – Mar 10  
12:30-1:45PM  
TLC, 240A

The same session will be repeated both days, so participants may attend either day.

Participants need not attend each weekly session.

Unable to attend a scheduled session . . .  
or want to learn more about using tools for the topics covered during the session you attended?

Contact the TLC for additional information about online learning options for Blackboard At-A-Glance topics, or stop by the TLC for additional training.

Contact the TLC at (309) 694-8908 or [tlc@icc.edu](mailto:tlc@icc.edu) with questions  
**Register for any of the above sessions – or one each week**