

From: staff-bounce@utdallas.edu [mailto:staff-bounce@utdallas.edu] **On Behalf Of** Dziorny, Mary A
Sent: Wednesday, April 25, 2007 5:36 PM
To: faculty@utdallas.edu; staff@utdallas.edu
Subject: [staff] May eLearning Training Calendar

Greetings,

The May Training Calendar for the eLearning Team is now available at <https://webapps.utdallas.edu/training>. This month we are offering the following classes in WebCT and Office 2007:

Intro to WebCT

In this introductory course, you will learn the basics of putting course materials online and setting up courses in WebCT. You will also learn how to use WebCT to distribute grades and handouts to your students. Topics include: adding a syllabus, adding files, using the discussion and email tools, and entering and releasing grades.

Intermediate WebCT

You have already gotten your syllabus and some files loaded into your WebCT class. What else can you do with WebCT? This intermediate course will take you to the next level. You will learn how to create and modify Learning Modules, create and grade gradable Discussion threads, create and grade tests and assignments, and the basics of selective release.

Advanced WebCT

Are you ready to start building some Exemplary Courses in WebCT? Want some tips on how to make your course more exciting and inviting for students? This class will give you the tools you need to take an ordinary WebCT course and make it extraordinary. You will learn how to customize icons, backgrounds and course colors, create course templates, and gain greater control over your course materials with advanced selective release features. We will also discuss the Exemplary Course project and how to make your course Exemplary.

Blackboard - WebCT: Making the Transition

This course is designed to facilitate faculty transition from Blackboard to WebCT. In this session, faculty will learn how to perform common Blackboard tasks in WebCT. Topics include uploading files, course organization, using the mail tool, creating Discussion topics, and submitting grades to SIS. WebCT and Blackboard support staff will also be available to answer questions.

Creating and Using WebCT Templates

In this session, you will learn to create your own course templates in WebCT. Using templates streamlines the course development process, saving you time and frustration at the start of each semester. You can create templates from scratch, or you can base them

off courses you have already developed. Come learn how to use this super time saving feature!

Using the WebCT Grade Book

This brief session is designed to help you use the WebCT Grade Book more efficiently.

Topics include exporting and importing Grade Books, adding/removing columns, adding/editing grades, changing column types, and submitting grades to SIS.

WebCT Grade Submission Lab

Faculty who would like assistance submitting their grades to SIS using WebCT are encouraged to attend this session. eLearning Team staff will be on hand to assist each faculty member individually to ensure grades are successfully submitted.

Using Respondus

In this session, you will learn to use Respondus to quickly and easily create tests and quizzes in WebCT from documents and test banks. If you have tests in electronic documents (such as Word) that you would like to administer using WebCT, this session will show you how.

Office 2007 Courses

At least one new course will be added each month through the end of the year. Below are the descriptions for the courses we currently offer.

Introduction to Microsoft Office 2007

This course will introduce the new user-interface in MS Office 2007. We will examine the 'ribbon', office button and new file format extensions.

Outlook 2007

This course will provide specific information on how to utilize the new Outlook 2007. Topics to be covered include: what's new, calendar and scheduling, views, rules and alerts, tasks, search and navigation.

Word 2007: New Features

Word 2007 provides a look at new Word features. Concepts to be discussed include: using styles to format content, formatting documents, using Quick Parts and Building Blocks and Custom Content. This course assumes previous working knowledge of Word and only will cover "new features" in Word 2007.

Best regards,

Mary Dziorny

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