

TEACHING@SON

UPCOMING OPPORTUNITIES

Training

Blackboard



Getting Started

Thursday January 8
9:00am - 11:00am
Cabell Library, Room 320

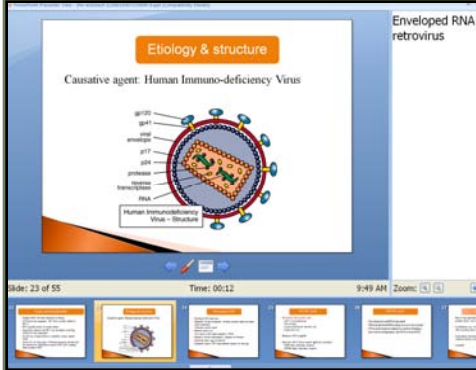
Thursday January 8
9:00am - 11:00am
Cabell Library, Room 320

Saturday January 17
10:00am - 12:00pm
Cabell Library, Room 320

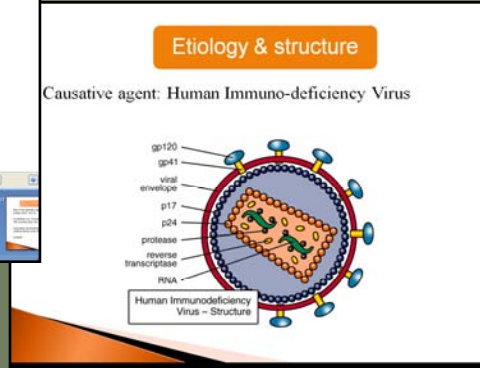
End of the Semester Checklist



- Back up your Blackboard gradebook
- Request your Spring Blackboard course(s)
- Register your Spring Blackboard course if you intend to use clickers
- Create your new CPS database if you intend to use clickers
- Email School of Nursing - IT with the location, date and time of your first clicker class
- Email any special equipment requests or technical support needs to School of Nursing - IT **before** the first week of school
- Enter your grades in BannerWeb
- Have a great break!



Instructor view



Student view

POWERPOINT 2007 PRESENTER VIEW (AND OTHER COOL TIPS!)



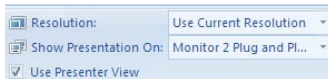
INSTRUCTIONAL SOFTWARE SPOTLIGHT

PowerPoint 2007 comes with some very nice new features. Here are a few of my favorites.

PRESENTER VIEW

When teaching, use this to view your notes and navigation on the classroom computer and project only your slideshow to students.

- Click the **Slide Show** tab
- Click **Use Presenter view**



SMART ART

Visually represent concepts and ideas using this new tool.

- Click **Insert**
- Click **SmartArt**



You can also turn a bulleted list into Smart Art by highlighting the list, right clicking, and selecting **Convert to SmartArt**:



FRAME YOUR PICTURES

Double-click any picture to open the picture ribbon. Click any of the picture frames to apply the effect.



Same image, different frames




Blackboard Academic Suite

DISCUSSION BOARD

Do you find yourself answering the same question over and over again, especially at the beginning of the semester? Are you suffering from email overload? Consider creating a discussion forum for students to post course related questions. That will allow you to reply once to the entire class. An added benefit is that often students will reply to questions posted by their classmates. If you subscribe to the forum you will receive email notification whenever a student posts.



CREATE THE FORUM

- Open your Blackboard course
 - Discussion Board
 - Click  Forum
 - Name your forum
 - Set your availability preferences  Forum Availability
 - Select your preferred settings  Forum Settings
- (Make sure you check **Allow members to subscribe to forum**)
- Click **Submit**

Planning to use clickers in the Spring?

If you are new to clickers, please email **School of Nursing - IT** before the beginning of the semester for assistance getting started. The School of Nursing has a set of clickers that you can try if you prefer not to have your students purchase them. Our set does not integrate with Blackboard, however.

If you have used clickers in the past, remember that you need to create a new database every semester. Also, keep in mind that if you are using clickers with Blackboard, students will not be able to participate until you register your class on Blackboard:

Tools >  [CPS Connection](#) > [Register Class](#)

Whether you are new to clickers or a seasoned pro, we ask that you email School of Nursing - IT so we can arrange to have technical support available during your first class. Please provide the date, time and room number of the class, and plan to arrive 15 minutes early for setup.

Common Student Clicker Problems

PROBLEM	SOLUTION
Student is unable to join	<ul style="list-style-type: none"> • At the beginning of the semester, students must register their clickers in all Blackboard courses in which they are using them. Some forget to do this or try to register minutes before class begins. Consider allowing a few minutes at the beginning of your first class for students to register. IT personnel will be available to assist students, and to help you update your database with the newly registered students. • The receiver might not be recognized by the CPS software. Always test your receiver before you begin your PowerPoint presentation.
CPS does not register student response	Students must join <i>before</i> a question is engaged. If they turn their clickers on after a question is engaged, they will not be able to submit an answer until the next question.
The clicker simply does not work	<p>Students should always have an extra set of batteries handy. If changing the batteries does not resolve the problem, they should contact eInstruction: http://www.einstruction.com/Support.</p> <p>Older clickers, which are yellow and blue, can be problematic. Students using these clickers should consider upgrading to the newer version.</p>

