

There will be several in person workshops the weeks of August 10-13 & 16-20 for Engineering instructors and TAs to help teach during the upcoming Fall 2021 semester. Topics and dates are listed below. Please email JC McDonough ([jcmcdonough@uh.edu](mailto:jcmcdonough@uh.edu)) to indicate the dates you would like to attend. If you prefer to attend synchronously online please indicate that so a link can be sent to you.

## **Workshop Dates & Times**

- Tuesday, Aug 10 @ 10-11am: Using Blackboard
- Tuesday, Aug 10 @ 2-3pm: Using Teams
- Wednesday, Aug 11 @ 10-11am: Training on new Federal guidelines for asynchronous classes.
- Wednesday, Aug 11 @ 2-3pm: Using Zoom
- Thursday, Aug 12 @ 2-3pm: Storing lecture recordings, New & Old Stream Experience
- Friday, Aug 13 @ 1-3pm: General Help for online classes, bring your questions.
  
- Monday, Aug 16 @ 2-3pm: Using Blackboard
- Tuesday, Aug 17 @ 10-11am: Using Teams
- Wednesday, Aug 18 @ 10-11am: Storing lecture recordings, New & Old Stream Experience
- Thursday, Aug 19 @ 10-11am: Using Zoom
- Thursday, Aug 19 @ 2-3pm: Training on new Federal guidelines for asynchronous classes.
- Friday, Aug 20 @ 9am-12pm: General Help for online classes, bring your questions.

## **Workshop Topics Covered**

### **Using Blackboard for Face-to-Face, Online Synchronous and Asynchronous classes**

- Dates: Aug 10, 10-11am & Aug 16, 2-3pm
  - Requesting a BB shell
  - Logging in
  - Announcements
  - Uploading Content
  - Creating/Grading Assignments
  - Creating/Grading Assessments
  - Using Discussion Board
  - Using Grade Center
  - Getting help with BB

### **Using Teams for Online Synchronous and Asynchronous classes**

- Dates: Aug 10, 2-3pm & Aug 17, 10-11am
  - Logging in
  - Creating a Team
  - Scheduling a meeting
  - Hosting a live lecture
  - Recording a lecture
  - Uploading Recordings to OneDrive/SharePoint
  - Placing recording links into BB

### **Using Zoom for Online Synchronous and Asynchronous classes**

- Dates: Aug 11, 2-3pm & Aug 19, 10-11am
  - Obtaining a license
  - Logging in
  - Scheduling a meeting
  - Hosting a live lecture
  - Recording a lecture
  - Uploading recordings to OneDrive
  - Placing recording links into BB

## **Workshop Topics Covered**

### Training on new Federal guidelines for asynchronous classes

- Dates: Aug 11, 10-11am & Aug 19, 2-3pm
  - Who needs to follow the guidelines
  - What do the guidelines require
  - How to modify your online class to accommodate the guidelines

### Storing lecture recordings, New & Old Stream Experience

- Dates: Aug 12, 2-3pm & Aug 18, 10-11am
  - What is Classic Stream
  - How to use Classic Stream
  - What is New Stream Experience
  - How to use New Stream
  - How to use OneDrive for Recordings
  - Placing recording into Blackboard

### General Help for online classes

- Dates: Aug 13 from 1-3pm & Aug 20 from 9am – 12pm  
This will be a come and go time for instructors to sit down with me to ask questions or get assistance on topics that was not covered in one of the listed workshops.