

There will be several in person workshops (Room E218) 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) 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 in Person Room location E218

- 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/synchronous 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/synchronous 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 Room E218
 - 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 Room E218
 - 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 Room E218
 - Obtaining a license
 - Logging in
 - Scheduling a meeting
 - Hosting a live lecture
 - Recording a lecture
 - Uploading recordings to OneDrive
 - Placing recording links into BB

Contact JC McDonough, 713-743-9972, jcmcdonough@uh.edu with questions.

Workshop Topics Covered

Training on new Federal guidelines for asynchronous & synchronous classes

- Dates: Aug 11, 10-11am & Aug 19, 2-3pm Room E218
 - 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 Room E218
 - 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 Room E218
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.