



# the SPOTLIGHT

The Center for Excellence in Teaching and Learning

See what is in "The Spotlight" this month in the CETL newsletter. We enjoy sharing teaching resources, tech tips, Blackboard advice, and offering a schedule of workshops and events.

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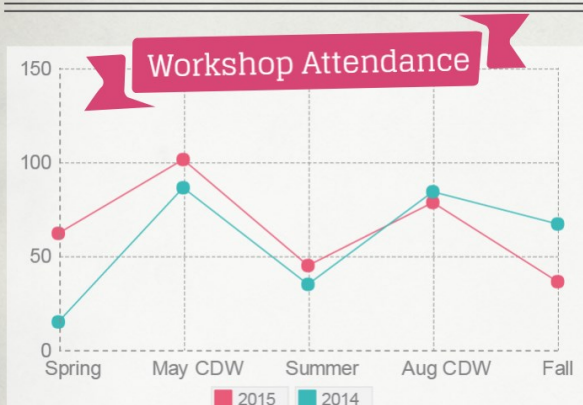
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The mission of the CETL is

- to promote excellence in teaching,
- to assist in the pedagogical and professional development of Saint Francis University faculty, and
- to encourage the integration of appropriate technology to enhance teaching and learning.

## A LOOK BACK ON 2015

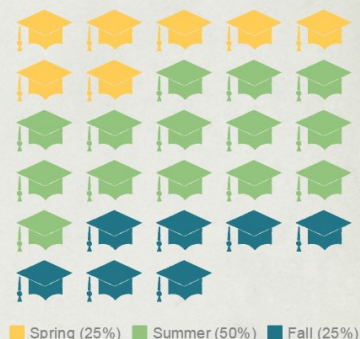
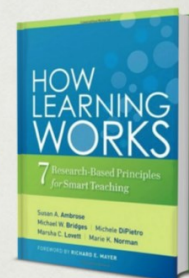


**2015 total = 322 vs 2014 total = 287**

Over 35 Different Workshops

Most Attended Workshops Included:

- Speed Geeking
- Engaging Students in Seminar Style Courses
- Deliver Stellar Customer Service
- Turning a Video into an Engaging Lesson





## Copying from One Course to Another

By: Briana Taylor

You can copy web links, files, and content items from one course to another using the directions below. Please note that you cannot copy assignments since they are linked to the grade center. You can export and import tests, but you will need to create the link to the test and add the test options.

### Copy an Item or Folder:

1. Navigate to the item you wish to copy.
2. Click on the drop-down arrow next to the title and select Copy.
3. In the drop-down menu, click Copy.
4. For the Destination Course, use the drop-down menu to select the course you wish to send the item to.
5. For the Destination Folder, click Browse and select the content folder.

### Export a Test:

1. In the Control Panel, click Course Tools > Tests, Surveys, and Pools > Tests.
2. Click the drop-down arrow next to the exam you wish to copy and select Export.
3. Save the file, a zip folder, to an easy to find location.
4. Navigate to the course you will import the exam into.
5. In the Control Panel, click Course Tools > Tests, Surveys, and Pools > Tests.
6. Click Import Test.
7. Select Browse my Computer, and select the exam file, the zip folder, you saved in step 3.

8. Click Submit. You should see a confirmation page that says test import complete. Then you will need to deploy the test to an area for students to access.

### Copy Entire Areas of a Course:

This is a great option to copy rubrics, all tests, all discussion boards, or content areas such as weekly materials.

1. In the Control Panel, click Packages and Utilities > Course Copy.
2. For "Select Copy Type" choose Copy Course Materials into an Existing Course.

3. In the Destination Course ID section, click Browse. Select the course into which you would like to copy the materials, and click Submit.
4. Under select course materials, check the box(es) next to the area(s) you want to copy.
5. Click Submit.

### Bulk Delete:

When you are cleaning out copied courses to prepare for the next semester you might find the bulk delete tool helpful to delete all of the announcements or all of the discussion boards. **Use this tool with extreme CAUTION because it will delete everything contained in the areas or tools you select.**

1. In the Control Panel, click Packages and Utilities > Bulk Delete.
2. Select the materials or tools to delete.
3. Type delete and click Submit.



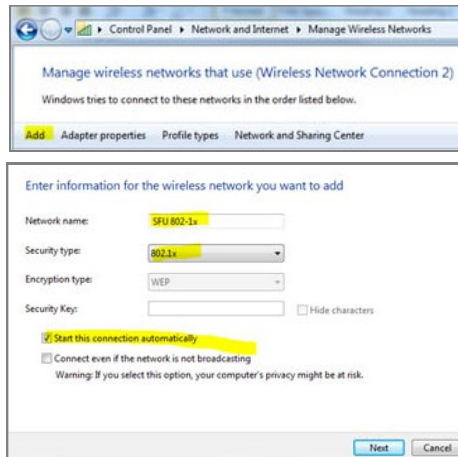
## Which Wireless Network Should I Use On Campus?

By IT Services

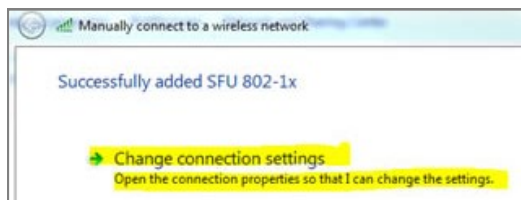
The SFU-wireless network is for guests on campus and anyone who does not have a University login. The recommended wireless network for employees and students is SFU 802-1x. This is a secure network that requires a username and password, and it offers the most bandwidth for authenticated users. Here are directions on how to connect:

- Click the wireless icon in the bottom right corner by the clock and select Open Network and Sharing Center or visit the Control Panel and select Network and Sharing Center.
- Click Manage Wireless Networks.
- Click Add.
- Select manually create a network profile.
- Now you will do some typing.

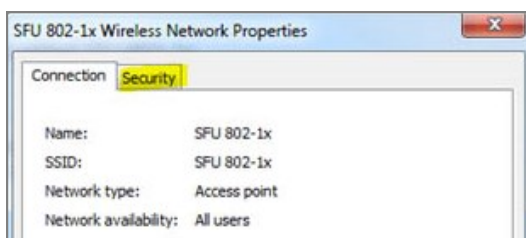
Network Name:  
SFU 802-1x (Note: There is a space between SFU and 802-1x, and it is case sensitive.)  
Security Type:  
802.1x



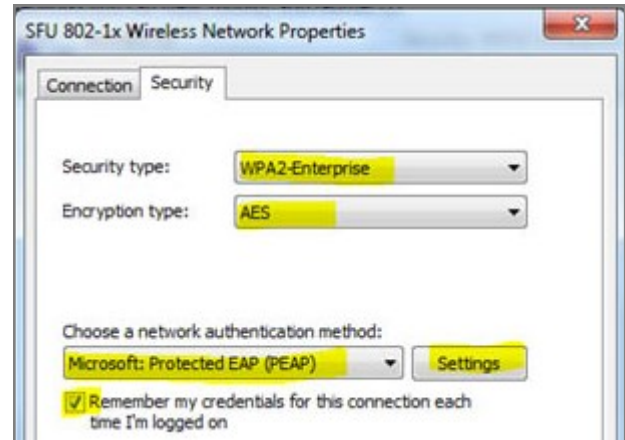
- Check the box to start connection automatically and click Next.
- Click change connection settings.



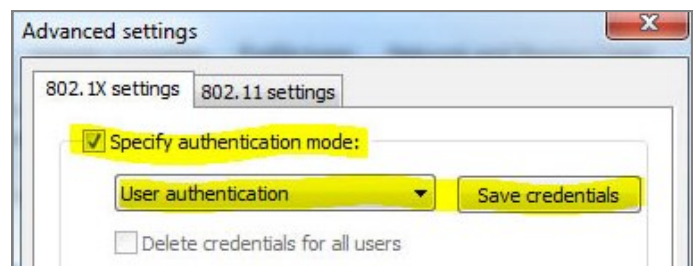
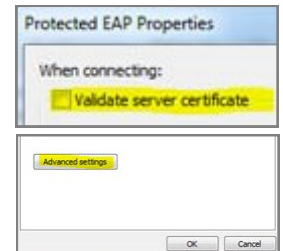
- Choose the security tab.



- On the security tab you will want to select:  
Security Type: WPA2-Enterprise  
Encryption Type: AES  
Network Authentication Method: Microsoft Protected EAP (PEAP)  
Then click settings next to PEAP.



- Uncheck the valid server certificate leaving it blank, then click ok.
- Click advanced settings.
- This part is important! You will check specify authentication mode and select user authentication, then select save credentials.







- A windows login box will pop up. Enter your University Novell username and password and press ok.
- Click ok to the two remaining windows and you will be connected to the SFU 802-1x wireless network.

For further assistance contact IT services at 814-472-3033.



# CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF

## January & February 2016

Mon	Tue	Wed	Thu	Fri
25 Monday Morning Mentor: How Do Master Teachers Create a Positive Classroom?	26	27 1-1:50pm (CETL) Build and Strengthen Your Professional Network	28	29
1 Monday Morning Mentor: How Do I Assign Students to Groups?	2 3:00-3:50pm (CETL) Let's Talk About Teaching: Group Work	3	4 10-10:50am (CETL) Ektron Basics  8:00-8:50pm (Online) Let's Talk About Teaching: Group Work	5 2:10-3:00pm (CETL) Let's Talk About Teaching: Group Work 3:10-4:00pm (CETL) Blackboard Group Tools
8 Monday Morning Mentor: How Do I Get Students to Come to Class Prepared?	9	10 2-2:50pm (CETL) Ektron Basics	11 8:00-8:50pm (Online) Blackboard Group Tools	12 1:10-2:00pm (CETL) Blackboard Group Tools
15 Monday Morning Mentor: What Key Concepts Improve Student Learning and Memory?	16 10-10:50am (CETL) Ektron Advanced	17 10-10:50am (CETL) Voicemail	18 12:15-1:00pm (CETL) Speed Geeking 	19 2:10-3:00pm (CETL) Twitter 
<b>PASSHE Virtual Conference</b>				
22 Monday Morning Mentor: How Do I Create Engaging Threaded Discussion Questions?	23 3:00-3:50pm (CETL) Twitter 	24 2:10-3:00pm (CETL) Twitter 	25 5:00-7:30pm (Library) Adjunct Academy	26 2-2:50pm (CETL) Ektron Advanced  3:10-4:00pm (CETL) Let's Talk About Teaching: Discussion Boards
<b>PASSHE Virtual Conference</b>				
29 Monday Morning Mentor: How Can I Effectively Use Class Preparation Assignments?	1	2	3	4
<b>Mid-semester Break</b>				

Please register at least 1 day before the workshop to [btaylor@francis.edu](mailto:btaylor@francis.edu) or [twilson@francis.edu](mailto:twilson@francis.edu).

Online workshops will be hosted using Blackboard Collaborate. You will need computer speakers and a microphone or to call in via telephone. After you register for an online workshop you will receive an email with the meeting link.

# WORKSHOP DESCRIPTIONS

## **Build and Strengthen Your Professional Network**

Networking is not just for job seekers; building a professional network provides avenues for exchanging information and gathering advice for your current job, yearly goals, and projects. In this session you will examine your existing professional network and brainstorm ways to make new connections on and off campus. You will hear tips for staying connected and discuss whether or not tools such as LinkedIn can be helpful to your professional networking efforts. Bring your business cards - you might meet someone new or learn something new about a colleague!

## **Let's Talk About Teaching: Group Work**

Do you ever forget to watch the Monday Morning Mentor? Why not come and watch it with your colleagues and us this week?! After watching the video together, we'll discuss your current use of group work, introduce ideas for successful group work activities, and brainstorm techniques for assigning students to groups.

## **Extron Basics**

This session will begin with a discussion of best practices for page layout, then take you through the basics of creating new content, formatting text, and uploading various files and assets.

## **Extron Advanced**

This session takes the more experienced Ektron user to the next level. After learning techniques for working with images, you will learn how to use smart forms and special coding for tabs, tables, and bookmarks.

## **Blackboard Group Tools**

Blackboard groups provide private areas for students to exchange files, hold discussions, and complete projects. In this session you will learn how to create assigned group sets, group sign up sheets, and group assignments. You will explore the group tools which can be made available to students and learn how to track group participation.

## **Voicemail**

When was the last time you changed your voicemail message? Keeping your voicemail up to date is helpful for callers, especially if you plan to be out of the office for a few days. Many people forget to put an out of office message on their voicemail like they do for their email. In this session you will review how to set up voicemail, record a greeting, forward messages, and access voicemail off campus. You will also learn helpful shortcuts for listening to messages.

## **Speed Geeking Thursday, February 18 from 12:15-1:00pm**

Speed Geeking! It's like "Speed Dating" but with technology tools...a fun way to see if a tool might be a good match for you or your class without investing a lot of time. We will feature multiple tech tools, each having its own station and presenter. Presentations will be informal show-and-tells. Participants will visit each station for about 5 minutes and will rotate to another station when a signal sounds. At the end of the session, we will debrief while enjoying some Valentine's Day refreshments.



## **How Can I Use Twitter for Professional Use?**

As of September 30, 2015, Twitter had 320 million monthly active users. Find out what people are talking about on Twitter and how to get engaged in a professional conversation in your field or for an upcoming conference even if you are not attending the conference. Learn how to create an account, send a Tweet, search for people and hashtags, and participate in a live Twitter chat.

## **Let's Talk About Teaching: Discussion Boards**

Come and watch this Monday Morning Mentor "How Do I Create Engaging Threaded Discussion Questions" with your colleagues and us this week. After watching the video, we will discuss current practices and challenges, brainstorm ideas, and introduce a simple design process which may help lead to better discussions.

Please register at least 1 day before the workshop to [btaylor@francis.edu](mailto:btaylor@francis.edu) or [twilson@francis.edu](mailto:twilson@francis.edu).

Online workshops will be hosted using Blackboard Collaborate. You will need computer speakers and a microphone or to call in via telephone. After you register for an online workshop you will receive an email with the meeting link.

## SPECIAL EVENTS

### Adjunct Academy

Thursday, February 25, 2016

5:00 PM	Gathering and Light Supper
5:10 PM	Welcome and Updates
5:35 PM	Concurrent Sessions I
6:25 PM	Concurrent Sessions II
7:15 PM	Closing

Concurrent Session IA - University Resources to Support Teaching and Learning: Saint Francis University provides a host of academic resources for faculty and students. This session will feature an overview of tools and services, including those which support the research and writing process and encourage academic honesty, offices providing tutoring and study-skills assistance, technology tools and services, career and counseling services, and a host of others.

Concurrent Sessions IB - Blackboard Assignments and Grading Tools: Assignments can be submitted in Blackboard electronically, which makes it easy for faculty to locate the files, grade the assignment, and enter comments and feedback. In this session you will learn how to create assignments in Blackboard. We will explore the SafeAssign option that compares student submissions to a database of published work, student papers, and online resources to create an originality report. Lastly, you will learn how to grade assignments in Blackboard and provide feedback to students using the inline grading tool to write comments and annotate on papers.

Concurrent Sessions IIA - Blackboard Interactive Tools: Blackboard offers four interactive tools to promote communication, collaboration, and reflection. The discussion board, blog, journal, and wiki tools each serve distinct purposes and can be used alone or in combination. This session will provide hands-on experience and suggested uses to help you decide how each might play a role in meeting your course goals.

Concurrent Sessions IIB - Two Technology Tools for Total Participation in the Classroom: Technology can help us provide opportunities for every student in the class to participate. Learn about two free tools that you can use to engage students in the classroom. First, you will participate in an online discussion using a virtual wall with a tool called Padlet. Then you will compete against your peers in a fun quizzing game using Kahoot. Afterward, we will brainstorm ideas for implementing both tools into your courses.

**The PASSHE 2016 Virtual Conference**  
**Transforming the Teaching & Learning Environment**  
**February 15-19, 22-26**

*Special Event*

The CETL is pleased to announce that it has purchased an institutional registration for the 2016 "Transforming the Teaching & Learning Environment Virtual Conference" sponsored by PASSHE. The conference, in its 7<sup>th</sup> year, features 60 hour-long sessions delivered totally online via Blackboard Collaborate. Each week-day between February 15<sup>th</sup> and February 26<sup>th</sup> includes 6 sessions, running on the hour from 9am to 4pm, with a break from 12pm to 1pm. All Saint Francis University faculty and staff have total access to the conference and to the recordings of the sessions for at least one month after the conclusion of the conference. The full conference program may be viewed at: <http://www.passhe.edu/inside/asa/DEConf/Pages/2016-Sessions-by-Date.aspx>.

The CETL will be running all sessions live during the conference should anyone wish to view them with us or we can assist individuals to connect from their own desktops via Blackboard Collaborate. Please contact the CETL if assistance is needed.