

#### OFFICE OF INSTRUCTIONAL TECHNOLOGY, DESIGN, & ASSESSMENT (ITDA)

TEACHING TIPS TUESDAY SIMPLE SYLLABUS, BLACKBOARD HOW-TO, **COMMUNITY & BASE NAVIGATION** 

**FACULTY TRAINING** 



Summer break is almost here! Soon it will be time to

Dear Colleagues:

celebrate commencement events and time for faculty and students to begin some relaxing time away from campus for the summer. For those who will be sticking around, summer courses will begin soon and the staff at ITDA are there to assist.

**ENJOY** Are you looking to redesign a course for Summer 2 or Fall? ITDA is here to help. The good news is that it's not too early to start planning for your next teaching appointments and prepare for new beginnings. Now is the time to get started!



software initiatives the university will be rolling out during the 2022-23 academic calendar. Similar to a syllabus, this issue will be a summary of topics for things yet to come. This is our roadmap for accessing resources and sessions that will be informational and interesting, so

This ITDA newsletter contains information on upcoming faculty training and two new

get ready for some summer fun and excitement. From,

The Office of Instructional Technology, Design, & Assessment (ITDA)

Blake Soller, Director Gina Rue, Instructional Designer



"Where's my syllabus to guide me through life?"

"The Line" Quote from Experience

75 hings

• Requesting Courses in Blackboard

BLACKBOARD

DID YOU KNOW?

semester. Courses are not automatically generated. Faculty must request in SelfServce/DataVU.

Articles to help you prepare for your next

Before you leave campus for a well-deserved break, check out the VU Confluence How-To

A good backup routine is essential in today's digital world, and so is removing files that are no longer needed or recycling them. Deleting old files in Blackboard also helps the university

Courses can be duplicated in two ways: Copy or Export/Import.

with computer network storage and reduces our digital footprint.

Blackboard File Management (Download, Upload, Delete)

 Course Copy Export or Archive a Course

- A special note on Blackboard Course Merge requests:

Import a Course Package

The start of a new term is a hectic time for all of us, and course merges are always a

## now by submitting a VITAL/Blackboard Helpdesk Ticket.

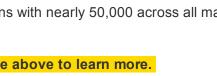
It's time things got simple. SIMPLE

popular request. If you need to request Blackboard course merges for summer or fall, do it

### and software experience, Simple Syllabus supports institutions of all types and sizes, ranging from a few hundred students to organizations with nearly 50,000 across all major

regional accrediting bodies in the US. Click on the Simple Syllabus image above to learn more.

Simple Syllabus is higher education's most widely adopted and fastest-growing syllabus management platform. With nearly 100 years of higher education



Simple Syllabus

The Simple Hub Knowledgebase Create your account using your VU credentials

Click on The Simple Hub image to sign up.

for access to training videos, help desk, FAQs, and more.



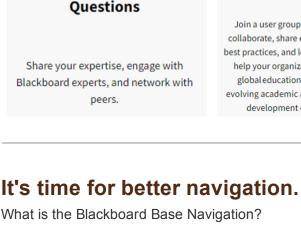
global education community.

# It's time to join the community. The Community is a place for Blackboard users

than a platform, it's a culture of innovation, knowledge sharing, and partnership with the Sign-up is free.

to connect and collaborate. Community is more

Click on the Blackboard Community image above to learn more.



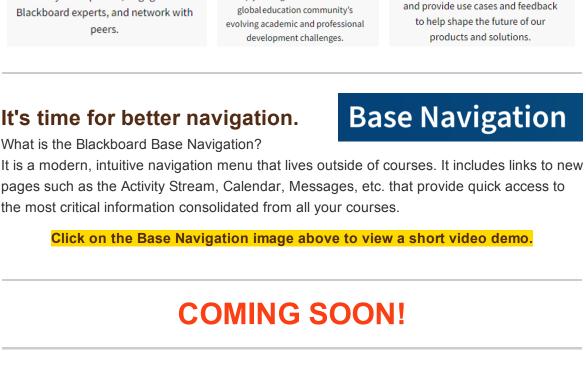
Ask & Answer



Community

**Programs** 

Join a user group or program to



Workshop

**Submit Product** 

Feedback

Collaborate directly with Blackboard

Product Management on feature ideas

# Faculty Training

the most critical information consolidated from all your courses.

# Blackboard Base Navigation - A New Look & Shell

Simple Syllabus - Join the Summer Pilot

One-Button Studio - Video recording: Instructor Intro Blackboard (Bb) Tech Talks - Sessions will be held virtually and at the Christopher Center

Course Management & Control Panel

for demonstrations and conversations on a variety of topics:

• Grade Center (Smart Views, Weights, External Grade) · Copy Course vs. Export vs. Archive • File Management (Download, Upload, Delete, Copy) Adding Content (Graphics, Videos, LinkedIn)

Dates and times TBA.

For questions or topic suggestions, contact ITDA@valpo.edu.

Course Tools (Tests/Pools, Rubrics, Discussion Boards Blogs & Journals)

## Guided Tour: Simple Syllabus and the Benefits of Syllabus Management In this one-hour demonstration learn how Simple

Guided Tour: Simple Syllabus

and the Benefits of Syllabus

Syllabus can help faculty save time, improve the learning experience, and streamline accreditation activities at your institution through digital class syllabi.

Management

Wednesday, May 11, 2022 | 2:00 pm ET Wednesday, May 25, 2022 | 11:00 am ET Webinar Info. & Registration

**ASSISTANCE, SUBMIT A REQUEST HERE** 

VALPARAISO W UNIVERSITY

INSTRUCTIONAL TECHNOLOGY, DESIGN & ASSESSMENT (ITDA) FOR

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