Training/Workshops

Workshops Schedule

Academic Technology currently offers the following workshops to the faculty and staff at CSUCI . If you have an interest in a topic that is not listed here, please feel free to contact us. We offer one-on-one training as well as small group workshops or respondent by requests from departments. To set up an appointment for a one-on-one or small group workshop, please contact [Qing Hua Yu (Alison)](#) with a schedule of your available times.

Introduction to CI Learn

This workshop is designed for faculty new to CI Learn and will provide an overview of CI Learn capabilities, how CI Learn is supported at CSUCI and the ways on how to utilize CI Learn in your teaching:

- Using CI Learn for fully online courses, hybrid courses and web-enhanced courses
- Preparing and uploading files into Blackboard courses

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How to easily create online quizzes containing multimedia content using Respondus

Respondus is a software program that helps you create and manage quizzes offline. The quizzes can be published directly to CI Learn courses or printed to hardcopy. This workshop will introduce the process of how to:

- Install Respondus on your computer
- Create quizzes in Repondus OR
- Format existing quizzes and import them into Respondus
- Publish the quizzes into a CI Learn course

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Using Camtasia to create a simple how-to video tutorial for your students

Camtasia is a desktop capture software that records computer screen movement, audio and webcam for creating a tutorial. In this workshop, you will learn how to:

- Capture your screen to produce a short tutorial
- Save it as a Flash video

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How to create assessments -1 (online assignments) in CI Learn?

This workshop covers the following topics:

- Assignment Tool vs. Digital drop box
- Creating online assignments for students
- Students view and submit assignments online
- Instructors grade student assignments and send assignments back to students with feedback

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How to create assessments -2 (online quizzes) in CI Learn?

This workshop covers the following topics:

- Test Manager vs. Pool Manager
- Creating most commonly used type of question in Test Manager:
    - Multiple choice
    - True/False
    - Essay
- Creating quiz settings
- Copying a quiz from one course to another course

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How to update faculty web space using Dreamweaver

Faculty members are provided with space on the faculty web server to create their own web pages. (http://faculty.csuci.edu/jack.reilly/) is an example. In this workshop you will learn how to:

- Create a simple web site using text and graphics
- Upload that web site to your web space
- Manage your web site using Adobe Dreamweaver

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How to create and grade TurnitIn Assignments in CI Learn (including Grademark)?

TurnitIn is online plagiarism prevention software and it can identify the unoriginal writing materials immediately. As a CI Learn building block, TurnitIn provides CI Learn users an easy way to create TurnitIn assignments in CI Learn, grade student papers using Grademark, a pilot program in 2009, in CI Learn courses. This workshop covers the following topics:

- Creating a TurnitIn assignment in CI Learn
- Students access and submit TurnitIn assignments
- Instructors grade the TurnitIn assignments
- Using Grademark

Communicating with students in CI Learn

Building effective Interaction with your students is an important part for any quality courses. CI Learn communication tools provide flexibility for instructor and students to communicate each other. This workshop covers the following topics:

- Setting up gradable discussion forum
- Virtual collaboration
- Setting up student group activities
- The differences between "Sending Email" and "Message" in CI Learn
- Creating and viewing student homepage in CI Learn

Universal Design: How to design an accessible online course

Are you teaching online / hybrid or planning to do so in the future? If so, this workshop provides necessary skills for an accessible online course. You will be introduced to the concept of Universal Design for online courses design and learn how to:

- make Word, Excel and PowerPoint presentation accessible in an easy way
- make your PDF file accessible
- make images accessible
- add transcripts to your video

How to use RSS feeds and podcasts to leverage your CI Learn online courses

This workshop provides an overview of RSS feeds and podcasts, and how they can benefit teaching and learning. You will lean the steps of how to:

- Create RSS feeds and pull them into your CI Learn courses without any knowledge in HTML and XML
- Create a podcast using the Podcasting tool which is a new build in feature with CI Learn 7

Streaming your PowerPoint presentation online

This workshop walks you through the steps of recording narration to your presentation and publishing it to streaming video online

Using Blogs and Wikis in your CI Learn online courses

This workshop introduces and explores the use of the Blog and Wiki built in tools in CI Learn.

You will learn how to:

- Create Blog and setup Blog groups in CI Learn
- Create and use Wiki in CI Learn
- Integrate Blog and Wiki as gradable assignments in the course assessment

CI Learn Essentials (2 hrs)

CI Learn Essentials is designed to help you have your course up and running in a quick way. This workshop goes through a typical process of designing and managing your CI Learn courses and combines the "Introduction to CI Learn", "Building your online courses in CI Learn" and "Creating online quizzes in CI Learn".

The topics covered are:

- Building up a CI Learn course layout
- Adding course content (syllabus, presentations and class notes)
- Designing online quizzes
- Managing your courses (copy course and backup course)

CI Learn 8 New Features -1: Grade Center

Grade Center is one of the new features in CI Learn 8. This workshop, you will learn how to perform the following tasks within the new Grade Center:

- Add a column/ enter grades
- Create a Weighted Grade Column
- Download/upload grades to/from Excel
- Organize Grade Center
- Set up grade schema

CI Learn 8 New Features -2 : Enhanced "Discussion board" and "Early Warning System" and a brand new"Self and Peer Assessment"

In CI Learn 8, Discussion Board has several enhancements in user interface and navigation. Early Warning System allows instructors to proactively measure, monitor, and communicate student performance with students. The new capabilities of Self and Peer Assessment support better understanding of grading criteria and constructive feedback between students.

Integrate Wimba - an online collaboration tool into your CI Learn courses

Wimba is an online collaboration tool that integrates with CI Learn that allows instructors and students to engage in meaningful and memorable interactions by combining interactive technologies with instructional best practices. The major features include:

- Real time interaction between instructors and students with audio and video
- Presentation archiving for synchronous use
- Instant messaging for public and private
- Electronic whiteboard
- Application sharing
- Polls, quizzes and surveys

Contact Us

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