



**BLACKBOARD  
TRAINING  
SESSIONS**



**TEACHING  
LEARNING  
CENTER**

effective teaching, efficient learning

- A series of modular workshops covering specific aspects of *Blackboard Learn* and *Panopto* will be offered next weeks.
- Please see the program below for detailed information about the workshops.
- These sessions will be repeated throughout the semester as and when required.
- Registration at least one day in advance is required for all sessions.
- Seating is limited to 20 participants and is scheduled on a 'first-come' basis.
- The sessions will be conducted either in English or in Turkish depending on the preference of the participants.
- The sessions will be held in the Teaching & Learning Center Training Room. (Block A, sub-basement).
- Please use the link below to access the online registration form. All registration is tracked via the form. [Please click here to register](#)
- If you have completed the registration form but we are unable to offer you a place due to oversubscription, we will contact you in due course to inform you of the next session.
- If there is a particular Blackboard functionality you would like to receive more training on, please send an email to [TLC@ieu.edu.tr](mailto:TLC@ieu.edu.tr)

Session Title	<b>Blackboard Learn &amp; Panopto Basics</b>
Learning Outcomes	By the end of this session, participants will be able to: <ul style="list-style-type: none"> <li>• navigate the Blackboard environment</li> <li>• organize a course site</li> <li>• upload, create and organize course content</li> <li>• record their lessons</li> <li>• share, edit, and view recordings</li> <li>• move recordings to a different folder</li> <li>• download recordings as podcasts.</li> </ul>
Time Required	1.5 hours
Requirements	Please note that this is a hands-on workshop and participants are recommended to bring along their laptops and digital sample copies of their syllabus and some course materials. Participants should have their OASIS username and password to login to Blackboard.
Date	<b>NOV 4, 10.00-11.30 / NOV 11, 13.30-15.00</b>



Session Title	<b>Assignments and Rubrics</b>
Learning Outcomes	<p>Upon completion of this session, participants will be able to:</p> <ul style="list-style-type: none"> <li>• create assignments</li> <li>• create, edit, and delete a rubric</li> <li>• associate a rubric to assignments</li> <li>• grade assignments using the Grade Center.</li> </ul>
Time Required	1.5 hours
Requirements	Please note that this is a hands-on workshop and participants are recommended to bring their laptops.
Date	<b>NOV 5, 14.00-15.30</b>

Session Title	<b>Tests and Pools</b>
Learning Outcomes	<p>By the end of this session, participants will be able to</p> <ul style="list-style-type: none"> <li>• create tests and pools</li> <li>• create and edit different types test questions</li> <li>• adjust availability and grading settings for tests</li> <li>• deploy tests so students can be evaluated online.</li> </ul>
Time Required	1.5 hours
Requirements	Please note that this is a hands-on workshop and participants are recommended to bring their laptops.
Date	<b>NOV 6, 10.00-11.30</b>

Session Title	<b>Grade Center</b>
Learning Outcomes	<p>Upon completion of this session, participants will be able to:</p> <ul style="list-style-type: none"> <li>• create calculated columns</li> <li>• create categories</li> <li>• create and manage Smart Views</li> <li>• organize Grade Center columns.</li> </ul>
Time Required	1.5 hours
Requirements	Please note that this is a hands-on workshop and participants are recommended to bring their laptops.
Date	<b>NOV 7, 14.00-15.30</b>



Session Title	<b>Discussion Boards and Blogs</b>
Learning Outcomes	By the end of this session, participants will be able to <ul style="list-style-type: none"> <li>• differentiate between discussions and blogs</li> <li>• create forums, threads, and blogs.</li> </ul>
Time Required	1 hour
Requirements	Please note that this is a hands-on workshop and participants are recommended to bring their laptops.
Date	<b>NOV 12, 13.30-14.30</b>

Session Title	<b>Group Assignments</b>
Learning Outcomes	By the end of this session, participants will be able to: <ul style="list-style-type: none"> <li>• create groups</li> <li>• assign students to groups</li> <li>• create group assignments</li> <li>• grade group assignments.</li> </ul>
Time Required	1 hour
Requirements	Please note that this is a hands-on workshop and participants are recommended to bring their laptops.
Date	<b>NOV 13, 11.30-12.30</b>

Session Title	<b>Blackboard Analytics – Course Reports</b>
Learning Outcomes	Upon completion of this session, participants will be able to: <ul style="list-style-type: none"> <li>• access the Course Analytics reports</li> <li>• gain insight into course design</li> <li>• analyze their students' interaction with the course.</li> </ul>
Time Required	1.5 hours
Date	<b>NOV 14, 10.00-11.30</b>