Online Learning Support and Assistance Schedule
Office of Online Learning
August 22-26, 2022

Day/Date	Time	Event	Location	Staff
Mon. Aug. 22, 2022	9-10 am	Blackboard Office Hour	Zoom	J. McKamey
Tues. Aug. 23, 2022	10-10:45 am	Introduction to Zoom	Zoom	P. DeNu
Tues. Aug. 23, 2022	1-4 pm	Blackboard 101	Main 347	J. McKamey
Wed. Aug. 24, 2022	1-2 pm	Blackboard Office Hour	Zoom	J. McKamey
Thurs., Aug. 25, 2022	9 am-12 noon	Blackboard 101	Man 347	J. McKamey
Thurs., Aug. 25, 2022	1-1:45 pm	Introduction to Zoom	Zoom	P. DeNu
Fri. Aug. 26, 2022	10 am-12 noon	Blackboard Office Hours	Zoom	J. McKamey

Remote Assistance from the Instructional Designer

Remote assistance for online course and Blackboard issues is also available via Zoom. Contact Dr. Jon P. McKamey, Instructional Designer for an appointment and Zoom room details.

Blackboard 101

This hands-on training is for new Blackboard users who would like to cover many of the basics. Sessions are **in-person** and held in Main 347 (computer lab). **Instructors must have a valid username and password to attend.** Advance registration is preferred. Contact Dr. Jon P. McKamey by email at jon.mckamey@cincinnatistate.edu to reserve a seat. Feel free to share with new instructors.

Users will learn:
- How to log onto the MYCSTATE/Blackboard site
- How to navigate within the MYCSTATE environment
- How to modify a course site and customize it for your individual needs
- How to add folders, information, and attachments
- How to add and maintain announcements
- How to use the Blackboard email tools to communicate with students

Bring files to use during the training (course syllabus, course documents, handouts, PowerPoint files, etc.). If you have files stored on your Z Drive or One Drive, you will be able to access them there.

Blackboard Office Hours (facilitated by Dr. Jon P. McKamey, Instructional Designer)

Drop in during these hours to get help with specific Blackboard tools, troubleshooting, or any remote learning-related topic. Come prepared with your specific needs for which you are seeking solutions. These times are not for in-depth training on a given topic or tool.

Zoom Meeting Room:
- https://cincinnatistate-edu.zoom.us/j/81060585299?pwd=QVRaMDJBcWNEcUxMeE4vQnZtTnU3QT09
- Meeting ID: 810 6058 5299
- Passcode: 672017

One tap mobile:
- +13126266799,,81060585299#,,,,,,0#,,672017# US (Chicago)
- +16468769923,,81060585299#,,,,,,0#,,672017# US (New York)

Dial by your location for Audio Portion (if needed):
- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)
- Meeting ID: 810 6058 5299
- Passcode: 672017

Introduction to Zoom (facilitated by Paul D. DeNu, Tech. Communications Specialist)

An Introduction to Using Zoom at Cincinnati State. In this session, Paul DeNu will walk you through the basics of using Zoom, how you can incorporate Zoom into your online classroom, and answer any Zoom-related questions you may have.

Zoom Meeting Room:
- https://cincinnatistate-edu.zoom.us/j/81438614572?pwd=MWkySzBWZmRWN3hLZmpMaUZseHpRZz09
- Meeting ID: 814 3861 4572
- Passcode: 5m201r

Zoom Support for Faculty and Staff (facilitated by Paul D. DeNu, Tech. Communications Specialist)

Zoom Support is facilitated by Paul D. DeNu from the Office of Online Learning. If you need any Zoom troubleshooting, additional training, or have any technology-related questions, you can join a scheduled session or email Paul at pddenu@cincinnatistate.edu to schedule an appointment. The one-on-one appointment will be held in a live Zoom session using the room listed here.

Zoom Meeting Room:
- https://cincinnatistate-edu.zoom.us/j/81438614572?pwd=MWkySzBWZmRWN3hLZmpMaUZseHpRZz09
- Meeting ID: 814 3861 4572
- Passcode: 5m201r

One tap mobile
- +16468769923,,81438614572#,,,,,,0#,,465294# US (New York)
- +13017158592,,81438614572#,,,,,,0#,,465294# US (Germantown)

Dial by your location for Audio Portion (if needed):
- +1 646 876 9923 US (New York)
- +1 312 626 6799 US (Chicago)
- Meeting ID: 814 3861 4572
- Passcode: 465294

Teaching Online for Cincinnati State Online Course – Open Enrollment

To enroll, send an email to Dr. Jon P. McKamey (jon.mckamey@cincinnatistate.edu).

The Designing and Teaching Online course has six (6) easy-to-review modules to cover the basics created by Tyler Junior College and made available through the Multimedia Education Resource for Learning and Online Teaching (MERLOT) and the Skills Commons. This course is fully online and self-paced. While it is hosted outside of Blackboard, it is part of the complete package being facilitated by the TOCS team. It

will allow instructors to tie their new knowledge back to their Cincinnati State courses and the Blackboard learning management system.

This online opportunity, together with other resources, local support, and facilitation by the TOCS team is being offered through a Blackboard course called Teaching Online for Cincinnati State (2022). It is a fully-online learning opportunity with no in-person requirements. Opportunities to discuss course design and delivery using the Blackboard learning management system will also be part of the local focus with our facilitators. The course outcomes include:

- Review elements of the Quality Matters program as they relate to course design and delivery
- Apply methods of evaluating and addressing student readiness
- Define and apply guidelines for communicating expectations to students
- Describe the elements of a well-designed online course
- Identify types of assessments and best practices for assessment integrity
- Discuss communication techniques and ways to build community in an online course
- Explore Blackboard approaches, processes, and tools needed for remote course delivery

The five main instructional modules conclude with a brief Discussion Board reflection on a related topic. The culminating reflection will be a Journal entry where learners will review the Quality Matters Emergency Remote Instruction Checklist and evaluate their readiness for teaching in the online environment. Completion of the five module reflections, the Final Journal Reflection, and the End of Course Feedback Survey will be required to earn a completion certificate for the course.

Support Team Contact Information (email is the best method to initiate contact)**:**

Dr. Stephanie Stafford, Assistant Dean of Online Learning
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Dr. Jon P. McKamey, Instructional Designer, Office of Online Learning
Email: jon.mckamey@cincinnatistate.edu Telephone (Google Voice): 513.223.3395

Paul D. DeNu, Technical Communication Specialist, Office of Online Learning
Email: pddenu@cincinnatistate.edu