

Online Learning Support and Assistance Schedule
Office of Online Learning
January 9-13, 2023

Day/Date	Time	Event	Location	Staff
Mon. Jan. 9, 2023	10 am-1 pm	Blackboard 101	Main 347	J. McKamey
Tues. Jan. 10, 2023	1-4 pm	Blackboard 101	Main 347	J. McKamey
Wed. Jan. 11, 2023	5-8 pm	Blackboard 101	Main 347	J. McKamey
Thurs. Jan. 12, 2023	9 am-12 noon	Blackboard 101	Main 347	J. McKamey

Remote Assistance from the Instructional Designer

Remote assistance for online course and Blackboard issues is available both in-person or on Zoom. Contact Dr. Jon P. McKamey, Instructional Designer for an appointment.

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@cincinnatiastate.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.

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@cincinnatiastate.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://cincinnatiastate-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

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

Dr. Stephanie Stafford, Assistant Dean of Online Learning

Email: stephanie.stafford@cincinnatiastate.edu Telephone: 513.569.1426

Dr. Jon P. McKamey, Instructional Designer, Office of Online Learning

Email: jon.mckamey@cincinnatiastate.edu Telephone: 513.569.1696 or Google Voice 513.223.3395

Paul D. DeNu, Technical Communication Specialist, Office of Online Learning

Email: pddenu@cincinnatiastate.edu