

**Online Learning Support and Assistance Schedule**  
*Office of Online Learning*  
**December 4-8, 2023**

<b>Day/Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>	<b>Staff</b>
Mon. Dec. 4, 2023	10-11 am	Blackboard Office Hour	ATLC 437/ Zoom	J. McKamey
Tues. Dec. 5, 2023	1-2 pm	Blackboard Office Hour	ATLC 437/ Zoom	J. McKamey
Thurs. Dec. 7, 2023	10-11 am	Blackboard Office Hour	Zoom ONLY	J. McKamey

**Upcoming Blackboard 101 for New Instructors** (please share accordingly)

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 **required**. Contact Dr. Jon P. McKamey by email at [jon.mckamey@cincinnatiastate.edu](mailto:jon.mckamey@cincinnatiastate.edu) to reserve a seat.

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 and use the Blackboard course email tools

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.

Upcoming Dates and Times include:

- Tuesday, December 12: 4:30-7:30 pm
- Thursday, December 14: 9 am-12 noon
- Monday, January 8, 2024: 4-7 pm
- Tuesday, January 9, 2024: 12 noon-3:00 pm

**Remote Assistance from the Instructional Designer**

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

**Blackboard Office Hours (in person and Zoom)** (facilitated by Dr. Jon P. McKamey, Instructional Designer)

Drop by ATLC 437 during these hours **OR** join on Zoom 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

**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](mailto: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

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

Dr. Stephanie Stafford, Assistant Dean of Online Learning  
Email: [stephanie.stafford@cincinnatistate.edu](mailto:stephanie.stafford@cincinnatistate.edu) Telephone: 513.569.1426

Dr. Jon P. McKamey, Instructional Designer, Office of Online Learning  
Email: [jon.mckamey@cincinnatistate.edu](mailto:jon.mckamey@cincinnatistate.edu) Telephone: 513.569.1696 or Google Voice 513.223.3395

Paul D. DeNu, Technical Communication Specialist, Office of Online Learning  
Email: [pddenu@cincinnatistate.edu](mailto:pddenu@cincinnatistate.edu)