

Online Learning Support and Assistance Schedule
Office of Online Learning
BREAK WEEKS: January 1-5 and January 8-12, 2024

Day/Date	Time	Event	Location	Staff
Thurs. Jan. 4, 2024	10-11 am	Blackboard Office Hour	ATLC 437/ Zoom	J. McKamey
Thurs. Jan. 4, 2024	2-3 pm	Blackboard Office Hour	ATLC 437/ Zoom	J. McKamey
Fri. Jan. 5, 2024	11 am-12 noon	Blackboard Office Hour	ATLC 437/ Zoom	J. McKamey
Mon. Jan 8, 2024	4-7 pm	Blackboard 101	Main 347	J. McKamey
Tues. Jan. 9, 2024	9-10 am	Blackboard Office Hour	ATLC 437/ Zoom	J. McKamey
Tues. Jan. 9, 2024	12 noon-3 pm	Blackboard 101	Main 347	J. McKamey

NOTE: Dr. Jon P. McKamey, Instructional Designer is out of the office on January 2-3, 2024, but he is monitoring email for any urgent needs. He will then be away beginning January 10 and will have limited access to email for a few days. He expects to return to the office on Monday, January 29.

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/or 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

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 **required.** 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