

For personalized training:

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To sign up for individual sessions, click on the date (Note: all times are NDT).

Series	Topic	Description	Date
Faculty Focus	Planning & Organizing Course Mapping	In this Faculty Focus Series, participants will analyze a course outline and apply a backward-design process to map a course schedule.	Wednesday, May 6 12:00 – 12:50 p.m.
Faculty Focus	Planning & Organizing Course Syllabus	In this Faculty Focus Series, participants will create a course syllabus using a template and other College resources.	Thursday, May 7 12:00 – 12:50 p.m.
Tech Check Brightspace	Brightspace Foundations Getting Started with Brightspace	In this Brightspace session, participants will receive an overview of the Brightspace platform, explore a fully developed course, and learn how to use key tools to welcome and engage students.	Monday, May 11 12:00 – 12:50 p.m.
Tech Check Brightspace	Brightspace Foundations Setting Up Your Course for Day One	During this Brightspace session, participants will learn how to get their course ready for the first day by setting up modules, populating the calendar, creating a course overview section, and identifying key components to include in their course shell.	Tuesday, May 12 12:00 – 12:50 p.m.
Faculty Focus	Classroom Management	In this Faculty Focus Series, participants will explore how to prepare for first-day readiness by creating a classroom agreement to set clear instructor and student expectations in a course.	Wednesday, May 20 12:00 – 12:50 p.m.
Faculty Focus	T&L Lesson Planning	In this Faculty Focus Series, participants will explore the components of the BOPPPS Lesson Plan along with universal design and plain language.	Thursday, May 21 12:00 – 12:50 p.m.

Series	Topic	Description	Date
Tech Check Brightspace	Communication in Brightspace Communicating with Students: Announcements, Email, and the Calendar	This Brightspace session focuses on essential communication tools instructors use to connect with students, especially at the start of a course. Participants will learn how to use Announcements, Classlist, Brightspace Email, and the Calendar to share information, set expectations, and communicate clearly and efficiently with their class.	<u>Monday, May 25</u> <u>12:00 – 12:50 p.m.</u>
Tech Check Brightspace	Communication in Brightspace Engaging Students Through Discussions and Ongoing Communication	Building on the first session, this Brightspace session explores tools that support ongoing interaction and student engagement. Participants will learn how to set up and manage Discussions, apply communication best practices throughout the term, and use Brightspace tools to handle common student questions while maintaining clear, consistent communication.	<u>Tuesday, May 26</u> <u>12:00 – 12:50 p.m.</u>
Faculty Focus	T&L Active Learning Strategies	In this Faculty Focus Series, participants will share best practices and examples of active learning strategies for an engaged learning environment.	<u>Wednesday, May 27</u> <u>12:00 – 12:50 p.m.</u>
Faculty Focus	Evaluation	In this Faculty Focus Series, participants will evaluate question design and analyze the components of a rubric.	<u>Thursday, May 28</u> <u>12:00 – 12:50 p.m.</u>
Tech Check Brightspace	Assessments in Brightspace Assessments Basics Understanding Assignments, Quizzes, and Grades	This introductory session is designed for instructors who are new to creating assessments in Brightspace. Participants will be introduced to the main assessment tools—Assignments, Quizzes, and Grades—and learn how they fit together. The focus will be on understanding basic terminology, where to find each tool, and how to get started with confidence.	<u>Monday, June 1</u> <u>12:00 – 12:50 p.m.</u>

Series	Topic	Description	Date
Tech Check Brightspace	Assessments in Brightspace Creating and Managing Assignments	This beginner level session focuses on setting up basic Assignments in Brightspace. Participants will learn how to create an assignment submission area, adjust due dates and availability, and view student submissions. The session also introduces simple feedback options instructors can use to respond to student work.	Tuesday, June 2 12:00 – 12:50 p.m.
Faculty Focus	Feedback	In this Faculty Focus Series, participants will identify the skills needed to give strengths-based feedback using a feedforward approach.	Wednesday, June 3 12:00 – 12:50 p.m.
Tech Check Brightspace	Assessments in Brightspace Introduction to Quizzes and Tests	In this session, participants will learn the basics of creating online quizzes and tests in Brightspace. Topics include setting up a quiz, adding common question types, adjusting basic quiz settings, and previewing the quiz from a student’s perspective. The session emphasizes clear, manageable steps for first-time users.	Monday, June 8 12:00 – 12:50 p.m.
Tech Check Brightspace	Assessments in Brightspace Grades, Feedback, and Student Progress	This session introduces the Brightspace Gradebook in a beginner friendly way. Participants will learn how to create grade items, link grades to assignments and quizzes, and release grades to students. The session also covers simple feedback and best practices for sharing grades clearly and consistently.	Tuesday, June 9 12:00 – 12:50 p.m.
Tech Check Brightspace	Brightspace Wrap-up Preparing Your Course for Launch: Student View and Course Readiness	This closing session helps instructors prepare their Brightspace course for launch. Participants will review their course from a student’s perspective, check that key components are in place, and learn basic course readiness best practices. The session also covers common issues, where to get help, and next steps for continued learning and improvement.	Monday, June 15 12:00 – 12:50 p.m.