

Winthrop University Archives  
Preliminary Descriptive Inventory

Unit: Vice President for Academic Affairs, Office of  
Sub-Group: Department of Online Learning  
Series: Correspondence and Memoranda

Record Group no: W404  
Sub-group no: 13M  
Series no: 1

Description of series and its contents: **This series consists of correspondence and memoranda produced for or by the Department of Online Learning. This office oversees the Blackboard learning management system, provides training and technical support for the system, and aids faculty in designing online instruction.**

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda <ul style="list-style-type: none"><li>• Topics:<ul style="list-style-type: none"><li>-Blackboard Parent Course Request Form</li><li>-Blackboard Update</li><li>-Two Online Learning Professional Development Opportunities</li><li>-Winthrop Online Training Courses</li><li>-Collaborate Ultra Update</li><li>-Summer D Blackboard Courses</li><li>-Blackboard Learn Update</li><li>-Respondus Maintenance</li><li>-Blackboard Instructor Webinar Series</li><li>-Reminder to make courses available</li><li>-Fall Blackboard Training Sessions</li><li>-Safari on iOS 15: Blackboard Collaborate mic and webcam troubleshooting</li><li>-Microsoft OneNote Class Notebook Integration with Blackboard</li><li>-Drop-in Reception for Thomas Cornelius</li></ul></li></ul>	2021
1	2	Correspondence and Memoranda <ul style="list-style-type: none"><li>• Topics:<ul style="list-style-type: none"><li>-Monthly Blackboard Update</li></ul></li></ul>	2022