

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"> Topics: <ul style="list-style-type: none"> -Blackboard Parent Course Request Form -Blackboard Update -Two Online Learning Professional Development Opportunities -Winthrop Online Training Courses -Collaborate Ultra Update -Summer D Blackboard Courses -Blackboard Learn Update -Respondus Maintenance -Blackboard Instructor Webinar Series -Reminder to make courses available -Fall Blackboard Training Sessions -Safari on iOS 15: Blackboard Collaborate mic and webcam troubleshooting -Microsoft OneNote Class Notebook Integration with Blackboard -Drop-in Reception for Thomas Cornelius 	2021
1	2	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Monthly Blackboard Update -Winthrop Office of Online Learning Updates -Collaborate Ultra Maintenance -Winthrop Online Training Courses – WRIT 101 and 102 -New Blackboard Sign In -Blackboard Mobile App -Blackboard Digital Teaching Symposium -Winthrop Online Training – Panopto -Blackboard End of Semester Reminders -Summer Blackboard Courses -Learning Design and Technology Online Open House -Daniel Charles, new Online Learning Support Specialist -Panopto Maintenance -Quickly Course Tool Update -Blackboard Safe Assign Maintenance -Turnitin for Blackboard -CPE Training Sessions -Blackboard Instructor App -Cengage and Pearson Publishers -Techsmith Video Quizzes -Pearson Publisher Integration 	2022

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1	2	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Respondus Monitor New Feature -One-on-One and New Webinar Sessions -Closed Captions on Video and Audio Files -Digital Teaching Symposium -New Lightboard Studio -Import zoom Recordings to Panopto 	2022
1	3	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Office of Online Learning semester resources -One-on-One and Webinar sessions -Blackboard Update -Blackboard Courses for Spring -Class Collaborate Maintenance -Training Lessons for Lightboard Studio -Blackboard Ultra Day -Online Training Courses -WOTC 101 and 102 -7th Annual Teaching, Learning, and Technology Conference -Summer Blackboard Courses -Blackboard Mobile App -Fall Blackboard Courses -Fix Your Content Day -Global DNS issues -Digital Teaching Symposium -End-of-Semester Reminders -Qwickly Course Tool -Panopto for Mac -Masters in Learning Design and Technology Application -Best Practices with ChatGPT and Academic Integrity Workshop -File Size Limitations for Blackboard -Demo and hands-on session with new classroom technology -Leveraging Mobile Learning and BYOD -Winthrop Online Training Courses – WOTC 101 and 102 -Digital Teaching Symposium -Spring Blackboard Courses -Blackboard Ultra Bootcamps 	2023
1	4	Correspondence and Memoranda <ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Blackboard monthly update -Faculty reminder for Blackboard courses -Beginning of Semester Instructor Resources -Blackboard Ultra Bootcamps 	2024

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1	4	Correspondence and Memoranda Cont'd. <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Blackboard Ultra Day-Demo session for new classroom technology-Online Training Courses 101 and 102-Updates to Inbox of Standalone Version of Turnitin-Panopto-New Blackboard Ultra courses-Fall courses-Collaborate Ultra Web conferencing-Grading tool in Qwickly-Maintenance for Collaborate-Turnitin Similarity Checker for Ultra courses-YouTube videos in Blackboard courses-Training and Tutorials available-New content page and ultra document-Lightboard Studio training session-Fix Your Content day-WOOL office hours-Blackboard Ultra Messages feature-New Blackboard Ultra Document-Spring courses	2024