

April 14, 2000

MEMORANDUM

TO: Chief Academic Officers
FROM: Neil Hollands
RE: Training Available from Virtual Learning Community

Two kinds of free training are available from the Virtual Learning Community in April and May. Your college is encouraged to send representatives to each of the training sessions which will last from 9 a.m. until 4 p.m. on the dates indicated.

Please return the attached form to Project Coordinator Neil Hollands via fax at (919) 733-0680 or email hollandsn@ncccs.cc.nc.us by Tuesday, April 25. All participants will receive a confirmation, including appropriate room numbers, via email.

Thank you for your prompt response. Do not hesitate to contact me if you need additional information.

c: Presidents
H. Martin Lancaster
Delores A. Parker
Janyth Fredrickson

CC00-095
PAPER COPY

Training for Blackboard CourseInfo administration

On May 10, May 11, and May 12 at Guilford Technical Community College, one day training on the administration of Blackboard CourseInfo will be offered. All colleges will be allowed one spot in this training, and colleges who respond early will be allowed two.

Topics include CourseInfo server needs, installing CourseInfo, creating new course sites, administration of CourseInfo, transferring courses from server to server, adding student and faculty users, maintaining security, port configurations in CourseInfo, recycling courses, and backing up CourseInfo. Training will cover both NT and UNIX. This training will take the form of demonstration.

Participants should have an understanding of both the technology infrastructure (server) and online learning administration processes at your college. For instance, a network administrator and a distance learning administrator would make good participants.

College _____

Participants:

Name _____

Name _____

Title _____

Title _____

Email _____

Email _____

Date Preferred

Indicate your first and second choice. First choice preferences will be given whenever possible.

May 10 First Choice Second Choice

May 11 First Choice Second Choice

May 12 First Choice Second Choice

Our college will not be sending representatives to this training

Please return by **April 25** to Neil Hollands, fax (919) 733-0680 or email, hollandsn@ncccs.cc.nc.us

1. Training for Blackboard CourseInfo administration

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2. Regional training for faculty trainers

Each college may send two representatives to this hands-on training. The two individuals who are trained will then be responsible for repeating the training (in a time frame that makes sense for your college) to your faculty and staff. Because of this responsibility some homework may be requested. Training will include an overview of online learning, advice in online learning practice, instruction in how to design course materials with Blackboard CourseInfo, and information about how to organize training at the home college. These training events are divided by region as follows:

Western Training Region

Regional Trainers

Dennis Keough
Southwestern CC
Norma Marler
Catawba Valley CC
Debra NeeSmith
Rowan-Cabarrus CC
Beth Mitchell
Mayland CC

April 28 at Southwestern CC or May 5 at Catawba Valley CC Colleges

Asheville-Buncombe TCC
Blue Ridge CC
Caldwell CC & TI
Catawba Valley CC
Cleveland CC
Davidson County CC
Forsyth Tech CC
Gaston College
Haywood CC
Isothermal CC
Mayland CC
McDowell TCC
Mitchell CC
Rowan-Cabarrus CC
Southwestern CC
Surry CC
Tri-County CC
Western Piedmont CC
Wilkes CC

Central Training Region

Trainers

Nancy Bryan
Central Piedmont CC
Mary Harbison
Wake Tech CC
Celia Hurley
Randolph CC
Sylvia Proctor
Johnston CC

May 1 at Central Piedmont CC or May 8 at Johnston CC Colleges

Alamance CC
Central Carolina CC
Central Piedmont CC
Durham Tech CC
Fayetteville Tech CC
Guilford Tech CC
Johnston CC
Montgomery CC
Piedmont CC
Randolph CC
Richmond CC
Robeson CC
Rockingham CC
Sandhills CC
South Piedmont CC
Stanly CC
Vance-Granville CC
Wake Tech CC
Wilson Tech C

Eastern Training Region

Trainers

Lora Clark
Pitt CC
Patrick Keough
Carteret CC
Eric Storie
Roanoke-Chowan CC
Tricia Woolard
Beaufort County CC

May 3 and 4 (the May 3 session will run 7 p.m.- 9 p.m. and include additional content) at Carteret CC or May 8 at Pitt CC.

Colleges
Beaufort County CC
Bladen CC
Brunswick CC
Cape Fear CC
Carteret CC
Coastal Carolina CC
College of the Albemarle
Craven CC
Edgecombe CC
Halifax CC
James Sprunt CC
Lenoir CC
Martin CC
Nash CC
Pitt CC
Pamlico CC
Roanoke-Chowan CC
Sampson CC
Southeastern CC
Wayne CC

(Cont'd.) Regional training for faculty trainers

This training is for instructors, technicians, or other staff with experience or interest in online instruction. They should have good technical skills. Perhaps most important, they should have good communication skills and be willing to use those to provide training for the rest of your faculty. For instance, a staff training specialist and a talented online instructor would make a good training team.

College _____

Participants:

Name _____

Name _____

Title _____

Title _____

Email _____

Email _____

Date Preferred (please circle one in your appropriate region)

First choice will be given whenever possible. First preference will go to colleges that return this form the earliest.

Western

April 28 at Southwestern

May 5 at Catawba Valley

no preference

Central

May 1 at Central Piedmont

May 8 at Johnston

no preference

Eastern

May 3-4 at Carteret

May 8 at Pitt

no preference

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