



# Online at FT

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*"Education is the best provision for old age."*

*~Aristotle~*



## **Blackboard Tips:**

1. *Did you know you can be recognized for the exemplary work you've done in your Bb course? The '09 Blackboard Exemplary Course Program is underway. If you're interested, check it out at: <http://kb.blackboard.com/display/EXEMPLARY/Exemplary+Course+Program>.*
2. **The optimal size for a Bb banner is 450 x 90 pixels, and for a picture, the optimal size is 150 x 150 pixels.**

## **Camtasia Studio Lets You Record Software Demonstrations from Your Own PC**

If you are teaching the same software procedure more than once, you can record it once and make it available to your students within a Blackboard (Bb) course or organization. With Camtasia Studio 5, you can select an area of your PC screen, plug in a microphone, and record whatever is on the screen, adding your own audio as you go along. (This is perfect for those who want to have recorded demonstrations but don't want to stand in front of a camera.) And you even can add graphics to draw attention to any part of the screen. For more information or assistance, call Rich Baim at 4236. If you'd like to view a short sample, you can access it from: <http://video.francistuttle.com/eLrn/Wellness3.swf>.

## **Microsoft Office 2007 E-Learning courses available to Employees & Staff**

As the ITS department recently noted in an email to FT employees, the Microsoft Office 2007 courses from this year's Tech for Smarties were recorded. Tanffy Chan developed Blackboard courses from recording sessions and handouts associated with four of the options in the Microsoft Office 2007 suite: Word, Excel, PowerPoint, and Project. FT employees now have been enrolled into these Bb courses automatically, and should see them in their list of courses in Blackboard. As FT is upgrading to Microsoft Office 2007 by the end of this year, anyone who has not yet familiarized themselves with these four applications in their new version will be able to do so by taking these courses.

To access the Microsoft Office 2007 Word, Excel, PowerPoint, and Project Blackboard courses, log into Blackboard and open your Courses tab to view your Course List. They will show there. Access them by clicking on the course name.

All employees have been enrolled into these Blackboard classes. You can go through them if you want or need to. If you don't need to go through them, you can hide them from view by:

1. Opening the Courses tab in Blackboard
2. Clicking the little pencil icon in the upper right corner of the Course List box.
3. Clicking to un-check the "Display Course Name" and "Display Course ID" boxes next to any course in your list of courses, and then click the Submit button.

To display these courses again at a later date, follow the same process but check instead of un-check those boxes, and then click the Submit button.