**Office of e-Learning and Instructional Support**

**Contact Information**

- Jeff Peters, Coordinator of e-Learning and Instructional Support (734) 384-4129 / jdpeters@monroeccc.edu
  Instructional Technology Training; Instructional Design Consultation; Blackboard Technical Support

- Jennifer Yarger, Distance Learning Assistant (734) 384-4328 / jyarger@monroeccc.edu
  Blackboard Course Creation; Blackboard Student Help; Blackboard Technical Support

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**Blackboard Course Stats – Fall 2008**

- 249 total Blackboard courses
- 64 fully online BB courses
- 185 supplemental BB courses
- 109 instructors are using Blackboard
- 3030 students are using Blackboard

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**Blackboard Grade Center**

If you’ve been working with the Grade Center and have found that changes you initiate don’t appear right away, you may need to change your internet browser settings. Here are instructions for changing your Internet Explorer settings:

**Adjusting IE Browser Settings**

If you use a different internet browser please feel free to contact Jeff Peters for assistance.

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**Mozilla Firefox Issue**

There is a known issue with instructors and students who use Firefox 3.0 and the Blackboard assignment tool. A patch will be applied to the system on October 14th that will fix this issue. In the meantime, use another browser when using the assignment tool.

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**Upcoming Training Sessions**

Tuesday, October 14:

- 1:45 PM - **Basic Blackboard Training**
  Using assignment and discussion board tools with the grade center (Location: C8)
- 3:15 PM - **Advanced Blackboard Training**
  Using content system, adaptive release, and discussion moderation features (Location: C8)

Thursday, October 16:

- 12:30 PM – eLearning Brown Bag
  **TurningPoint Classroom Response** clicker demonstration (Location: A173c)

Tuesday, October 21:

- 12:30 PM – eLearning Brown Bag
  **Turnitin and Respondus Lockdown** demonstration (Location: A173c)

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**Microsoft Office 2007 Interactive Tutorials**

Below are several interactive tutorials that will help you switch from MS Office 2003 to MS Office 2007. Each tutorial offers an interactive guide for locating familiar Office 2003 features in the new Office 2007 version:

- **MS Word 2007**
- **MS PowerPoint 2007**
- **MS Excel 2007**