



The WSU Instructional Design and Technology (IDT) team offers training opportunities for Blackboard and other learning software. Once we've received your request, we will contact you to confirm. Please submit training requests at least 7 days in advance. If you have any additional questions, please contact Carolyn Schmidt, IDT Manager, at carolyn.schmidt@wichita.edu. To complete this fillable PDF, you must have a working version Adobe Reader or Adobe Acrobat. Submit this completed form to the Flying Desk submission portal in the Faculty Resource Repository organization in Blackboard. You may also print a copy of this form and send the completed form to Box 57.

1. Requester's Contact Information

Name: _____
 Title: _____
 Phone Number: _____

Department: _____
 Email: _____
 Office: _____

2. Requested Training Information:

Date/Time: _____

Building & Room Number: _____

3. Preferred Training Method:

Face-to-Face Online Synchronous Online Asynchronous

4. Group Size:

Department Small Group One-on-One GTA/GRA

5. Training Selection (30 Minute):

Select up to two 30 minute presentations for one day of training. Need more information? Find detailed descriptions of these training opportunities at our website: <http://www.wichita.edu/mrcit/>

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|----------------------------|------------------------------|------------------------------------|
| Brainshark | Quality Matters | Giving Courses a Human Touch |
| YouTube | Blackboard Exemplary | Make Blackboard Visually Appealing |
| Blackboard Gradebook | Learning Objectives Workshop | Wikis & Journals in Blackboard |
| Social Media in Blackboard | | |

Training Selection (60 Minute):

Select only one 60 minute presentations for one day of training. Need more information? Find detailed descriptions of these training opportunities at our website: <http://www.wichita.edu/mrcit/>

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|-----------------------------|-------------------------------|--------------------------------------|
| Panopto | Badges and Achievements | Blackboard Test Pools |
| Blackboard Basics | Filliping Your Classroom | Blackboard Test Pool Generators |
| Blackboard IM & Collaborate | Social Presence in the Online | Self/Peer Assessments in Blackboard |
| GTA Blackboard Orientation | Classroom | Running Effective Discussion Boards |
| Create and Use Rubrics | Blackboard Tests | Getting Started with Online Teaching |



6. Suggest a Training

Subject: _____

Description of Topic You Would Like Covered:

Signature: _____ Date: _____

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Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0205; telephone (316) 978-6791.