

July - September 2010 Training Webinar Sessions for



July 2010					Please Note: All Times on the Calendar are Eastern Time
Monday	Tuesday	Wednesday	Thursday	Friday	
			1	2	Getting Started: Creating Your Course (1st time users) Daily - Monday through Friday at 2:00 PM Eastern A one hour session designed for NEW instructor's teaching with a MyLanguageLab that will use the template + sections. Coordinators/ Instructor's that will have their own Template and Section should join this session. This session will cover how to create a course, what a template is, and how to create section(s), Student Registration steps, along with a brief introduction on how to navigate around Today's View.
5 HOLIDAY	6	7	8	9	
12	13	14	15	16	Copying your Course from an Existing Semester (Previous Users) Daily - Monday through Friday at 12:00 PM Eastern **Recommended for Instructors & Coordinator's that have used the MyLanguageLab for at least 1 semester and want to learn how to copy their previous course for the next semester and save their settings. How to copy your courses is covered, How to re-assign activities. How to create a new Course IDs/Section IDs.
19 11:00 AM Special Topic: Wimba Pronto	20 11:00 AM Special Topic: Creating Assignments	21 11:00 AM Special Topic: Gradebook	22 11:00 AM Special Topic: Overview of Today's View	23 11:00 AM Special Topic: Adding Your Own Content & Creating Activities	Overview for Instructors & Adjuncts Daily - Monday through Friday at 9:00 AM & 4:00 PM Eastern Designed for Instructors & Adjuncts and TA's who will be enrolling in coordinator's section. If your course is going to be set up by a coordinator at your institution, this is the session for you! This one hour session provides information on how students will register, what a CourseID is and an overview of how to navigate the basic features of the MyLanguageLab.
26 11:00 AM Special Topic: Overview of Today's View	27 11:00 AM Special Topic: Gradebook	28 11:00 AM Special Topic: Creating Assignments	29 11:00 AM Special Topic: Creating Tests & Quizzes	30 11:00 AM Special Topic: Wimba Pronto	Special Topics Training Sessions (Topics rotated) Daily - Monday through Friday at 11:00 AM Eastern This one hour session is designed for Instructors, adjunct faculty, TA's, who are currently using a MyLanguageLab and would like additional training on one of the Special Topics! Special Topics include: Gradebook Creating Assignments Creating Tests & Quizzes Wimba Pronto Overview of the Today's View Adding Your Own Content & Creating Activities PASSWORD FOR ALL WEBINAR SESSIONS: mylanguage labs (case sensitive)

July - September 2010 Training Webinar Sessions for



August 2010

Monday	Tuesday	Wednesday	Thursday	Friday
2 11:00 AM Special Topic: Creating Assignments	3 11:00 AM Special Topic: Overview of Today's View	4 11:00 AM Special Topic: Wimba Pronto	5 11:00 AM Special Topic: Gradebook	6 11:00 AM Special Topic: Adding Your Own Content & Creating Activities
9 11:00 AM Special Topic: Gradebook	10 11:00 AM Special Topic: Creating Tests & Quizzes	11 11:00 AM Special Topic: Overview of Today's View	12 11:00 AM Special Topic: Adding Your Own Content & Creating Activities	13 11:00 AM Special Topic: Creating Assignments
16 11:00 AM Special Topic: Overview of Today's View	17 11:00 AM Special Topic: Creating Assignments	18 11:00 AM Special Topic: Gradebook	19 11:00 AM Special Topic: Creating Tests & Quizzes	20 11:00 AM Special Topic: Wimba Pronto
23 11:00 AM Special Topic: Gradebook	24 11:00 AM Special Topic: Overview of Today's View	25 11:00 AM Special Topic: Creating Assignments	26 11:00 AM Special Topic: Adding your Own Content & Creating Activities	27 11:00 AM Special Topic: Creating Tests & Quizzes
30 11:00 AM Special Topic: Adding Your Own Content & Creating Activities	31 11:00 AM Special Topic: Gradebook			

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Getting Started: Creating Your Course (1st time users)

Daily - Monday through Friday at 2:00 PM Eastern

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Copying your Course From an Existing Semester (Previous Users)

Daily - Monday through Friday at 12:00 PM Eastern

**Recommended for Instructors & Coordinator's that have used the MyLanguageLab for at least 1 semester and want to learn how to copy their previous course for the next semester and save their settings. How to copy your courses is covered, How to re-assign activities. How to create a new Course IDs/Section IDs.

Overview for Instructors

Daily - Monday through Friday at 9:00 AM & 4:00 PM Eastern

Designed for Instructors & Adjuncts and TA's who will be enrolling in coordinator's section. If your course is going to be set up by a coordinator at your institution, this is the session for you!
This one hour session provides information on how students will register, what a CourseID is and an overview of how to navigate the basic features of the MyLanguageLab.

Special Topics Training Sessions (Topics rotated)

Daily - Monday through Friday at 11:00 AM Eastern

This one hour session is designed for Instructors, adjunct faculty, TA's, who are currently using a MyLanguageLab and would like additional training on one of the Special Topics!

Special Topics include:

- Gradebook
- Creating Assignments
- Creating Tests & Quizzes
- Wimba Pronto
- Overview of the Today's View
- Adding Your Own Content & Creating Activities

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mylanguage labs (case sensitive)

July - September 2010 Training Webinar Sessions for



September 2010

Monday	Tuesday	Wednesday	Thursday	Friday
		1 11:00 AM Special Topic: Creating Assignments	2 11:00 AM Special Topic: Wimba Pronto	3 11:00 AM Special Topic: Overview of Today's View
6 Labor Day Webinars Cancelled Today	7 11:00 AM Special Topic: Creating Assignments	8 11:00 AM Special Topic: Creating Tests & Quizzes	9 11:00 AM Special Topic: Overview of Today's View	10 11:00 AM Special Topic: Gradebook
13 11:00 AM Special Topic: Wimba Pronto	14 11:00 AM Special Topic: Adding your Own Content & Creating Activities	15 11:00 AM Special Topic: Creating Assignments	16 11:00 AM Special Topic: Gradebook	17 11:00 AM Special Topic: Overview of Today's View
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