Technology Basics Certificate

Introduction

The **Technology Basics Certificate** learning pathway consists of modules centered around five (5) of CBU's *Core Technologies*: Kaltura, Blackboard, Zoom, WebEx, and Box.

The step-by-step video tutorials provide walkthroughs of each task listed below.

- Access the tutorials and complete the assignments for each of the five modules to earn the **Technology Basics Certificate** from the CBU Teaching and Learning Center!
- Please note that earning the certificate is *optional*; individuals can also access the tutorials without pursing the certificate.

1) Kaltura Module

Kaltura allows you to create and edit videos that can be embedded into Blackboard. If you place your recordings of your Zoom or WebEx classroom sessions into your Kaltura Space, you can add quizzes into the videos and link those to Blackboard. You can even import videos from YouTube into Kaltura, or you can capture new videos with the capture tool.

Tutorials

- Download and install Kaltura Capture ([Tutorial](#))
- Record a lecture with Kaltura ([Tutorial](#))
- Edit a Kaltura video ([Tutorial](#))
- Embed media to Blackboard ([Tutorial](#))
- Create an Assessment in Kaltura ([Tutorial](#))

Assignment

For this assignment, you will use the *Kaltura Capture* tool to create a video that includes both your webcam video and a screen capture.

[Click here to complete the assignment for the Kaltura module.](#)

2) Blackboard Module

Blackboard is a learning management system (LMS) that gives faculty the ability to post course content, receive and grade assignments, launch interactive learning activities, and more! All courses at California Baptist University are loaded on Blackboard.

Tutorials

- Navigate a Blackboard course ([Tutorial](#))
- Change and Create Course Navigation ([Tutorial](#))
- Use the Student Preview mode ([Tutorial](#))

- Create an Announcement ([Tutorial](#))
- Add a syllabus and other course content ([Tutorial](#))
- Create a Test ([Tutorial](#))
- Create assignments ([Tutorial](#))
- Navigate the grade book ([Tutorial](#))
- Add a Mashup to a content area ([Tutorial](#))

Assignment

For this assignment, you will use Kaltura Capture to record your actions as you complete 10 tasks within Blackboard.

[Click here to complete the assignment for the Blackboard module](#).

3) Zoom Module

Zoom is a videoconferencing app that can be used to deliver courses remotely, host meetings or have office hours.

Tutorials

- Log into Zoom ([Tutorial](#))
- Use Closed Captions ([Tutorial](#))
- Record a Zoom meeting ([Tutorial](#))
- Create Breakout Rooms ([Tutorial](#))
- Utilize Polling ([Tutorial](#))
- Take attendance ([Tutorial](#))

Assignment

For this assignment, you will create and record a Zoom meeting.

[Click here to complete the assignment for the Zoom module](#).

4) WebEx Module

WebEx is a videoconferencing app that can be used to deliver courses remotely, host remote meetings (e.g., office hours), and record meetings.

Tutorials

- Login to WebEx ([Tutorial](#))
- Start a WebEx Meeting ([Tutorial](#))
- Schedule a WebEx Meeting ([Tutorial](#))
- Record a WebEx Meeting ([Tutorial](#))

Assignment

For this assignment, you will create and record a WebEx meeting.

[Click here to complete the assignment for the WebEx module](#).

5) Box Module

Box.com can be used to save and share large files, create folders, embed those files into Blackboard and even have the Box.com folder visible as a folder on the desktop. Additionally, Box.com is great for collaborating on documents with colleagues.

Tutorials

- Log into CBU Box ([Tutorial](#))
- Upload and Create Files and Folders in Box ([Tutorial](#))
- Upload a File ([Tutorial](#))
- Share a Folder and File ([Tutorial](#))
- Embed files from Box into Blackboard ([Tutorial](#))
- Toggle Between Views and Sharing ([Tutorial](#))
- Rename a File or Folder in Box ([Tutorial](#))
- Search for Files and Folders in Box ([Tutorial](#))

Assignment

For this assignment, you will use Kaltura Capture to record your actions as you embed a document from Box.com into Blackboard.

[Click here to complete the assignment for the Box module](#).

Contact Information

Please reach out to the CBU Teaching and Learning Center at 951.552.8130 or TLC@calbaptist.edu if you have any questions or need support.