

Assumptions

1. Web-delivered presentations on key topics in Michigan LearnPort
2. Registration through email to elliott@mivu.org identifying session(s) users are planning to attend.
3. Delivered through Adobe Connect Professional and archived in Michigan LearnPort
4. Scheduled on Tuesdays from 4:15P to 5:15P

Item	Topic	Description	Presenter	Date
1.	All About Resources in Michigan LearnPort	Describe contents and usage of Audio Visual, Informational Documents, Websites, Lesson Plans, FAQs and netTrekker d.i.	Mary Barry-Cybulski, Matt Pazur	April 8
2.	Michigan LearnPort Course Administrator Overview	Reporting, user management	Jason Marentette, Jim Bell	TBD
3.	REP Reporting in Michigan LearnPort	Using the built in REP PD Field Reporting Tool functionality in Michigan LearnPort	Elizabeth Elliott	April 15
4.	Collaboration features in Michigan LearnPort	In-depth overview of use of collaboration features	Elizabeth Elliott	April 22
5.	Online Instructional Design	Reviewing basic tenets of quality course design	Mary Barry-Cybulski	April 29
6.	Content Administrator Functionality in Michigan LearnPort	Review content admin features and tools	Jason Marentette, Jim Bell	May 6
7.	Course Administrator Functionality in Michigan LearnPort - 1	Instructor-led Management	Dave Myers	May 13
8.	Course Administrator Functionality in Michigan LearnPort - 2	Uploading and Editing courses and Packages	Dave Myers	May 20
9.	Instructor/Gradebook Functionality in Michigan LearnPort	Managing instructor and gradebook functionality	Dave Myers	May 27
10.	Using Michigan LearnPort for Registration/Facilities	Managing conference registration and Facilities functionality	Jason Marentette	June 3
11.	Course Administrator Functionality in Michigan LearnPort - 3	SCORM course management	Dave Myers	June 10
12.	netTrekker d.i.	In-depth overview of use of netTrekker	Joe Voors, Dawn Crawford	TBD
13.	Performance Management Functionality in Michigan LearnPort	Reviewing IDP Administration, Job Profile Management and Mentoring	Mary Barry-Cybulski, Jason Marentette	TBD