

 **Getting Support**

instructioncore@gwu.edu

You are welcome to contact the Instructional Core at instructioncore@gwu.edu. Your inquiry will be directed to the most appropriate unit for follow up.

<p>Instructional Technology Lab Faculty and TA Blackboard support</p>	<p>GW Information Technology GW-wide tech support (e.g., GW email, WebEx, Office 365)</p>	<p>GW Libraries Readings, articles, and more</p>
<p>202-994-0485 itl@gwu.edu https://itl.gwu.edu Gelman B05</p>	<p>202-994-4948 ithelp@gwu.edu https://it.gwu.edu Academic Center B102</p>	<p>202-994-6558 gelman@gwu.edu https://library.gwu.edu Gelman Library</p>

 **Getting Started**

Brand new to **Blackboard**? [This ITL guide can help you get started.](#)

Begin with manageable steps.

- Review this document and its resources.
- Identify the most key things students need to know or do.
 - **For example ...**
 - Are students able to access GW email and Blackboard? (they can contact [GW Information Technology](#))
 - Do they need to view a lecture presentation?
 - Will they need to submit a course assignment?
- Choose one or two technologies you can use this week and then learn by doing.
 - **For example ...**
 - [Upload your syllabus and/or another file](#) in Blackboard, and then
 - [Post a Blackboard Announcement](#) that is sent as an email to students, letting them know that you have posted those files in Blackboard.

Communication is key.

- Use Blackboard’s [Announcements](#) and [Email](#) tools to send course updates and to facilitate clear, centralized communication with your students.
- Blackboard’s [Discussion Board](#) provides a space for you and students to discuss key concepts outside of class (not in real-time).

Meet with students in real-time.

- Review [Blackboard Collaborate Ultra](#) information and consult with the Instructional Technology Lab (202 994 0485).
- Hold office hours via Collaborate Ultra, or
- Host a live class session via Collaborate Ultra during your regularly-scheduled time.
- Provide students [Collaborate Ultra information for participants.](#)

GW teams are here to help.

- The units listed on this document – ITL, GW IT - are here to support you.

- Student questions about Blackboard, email, and any other technologies are directed to [GW Information Technology](#) (202-994-4948).



Teaching with Technology Matrix

What do you want to do?	Approach	Tools	Ease of use (1 easy, 3 challenge)
Communicate with students	Quick check in, make clarifications, etc.	Post an Announcement to your students	1
Check in with students	Have students complete a survey on concepts, projects, etc. within Blackboard	Create a survey and post for students to complete	1-2
	Have students complete a Google Form survey	Create and share a Google Form survey	1-2
Explain concepts	Record a lecture via Echo360	<ol style="list-style-type: none"> 1. Add the Echo360 tool to your course (if you haven't already) 2. Record a lecture using personal lecture capture and edit as needed. 3. Share your lecture capture into Blackboard 	3
	Record a lecture via narrated PowerPoint	Record a narrated PowerPoint on personal laptop and upload the video file to Blackboard	2
	Provide written explanation	Post a Word document or PowerPoint slides into Blackboard	1
Demonstrate a technique	Live synchronous session (this can be recorded)	Hold a Blackboard Collaborate live session	2
Illustrate, show an image	Upload to Blackboard	Create an "Item" in Blackboard and upload an image	1
	Use PowerPoint to post to Blackboard	Upload a PowerPoint file or post in a Blackboard Discussion Board	1
	Share a YouTube video exploring the concept	Use the Blackboard Mashup tool to find a Youtube video to share	2
Have a discussion	Hold a synchronous discussion	Hold a Blackboard Collaborate live session	2
	Hold a written, asynchronous discussion	Set up a Blackboard Discussion forum or use the Blackboard Blog tool	1
	Have students verbally comment on image or graph	Create a Voicethread assignment (additional Voicethread Guide 1 and	3

		VoiceThread Guide 2)	
		Upload a PowerPoint file or post in a Blackboard Discussion Board	
Have students collaborate on a project	Have students placed in designated groups with their own private group page	Create and assign students to groups and have them complete an assignment.	2-3
	Have students work together through assigned discussion boards	Create a discussion board	1
Provide feedback on student work	Have students submit work via Assignment tool and write feedback directly in Blackboard assignment	Create an assignment in Blackboard	1
Have student peer review work	Students post and comment on work	Create a discussion board	1
Student personal reflections	Provide a space visible only to you and the student	Create a blog (not private) or private journal in Blackboard	1
Assess students	Have students take a test or quiz	Create and administer a test	1-2
NOTE: Live virtual sessions or meetings also can be held on WebEx. Consult GW Information Technology for support.			