

GWSPH Educational Technology and Instructional Continuity Resources:

Below please find a comprehensive guide of currently available resources (virtual and live) to help GWSPH faculty develop and implement the best plan(s) for their course(s). These resources address the online platforms available as well as technical assistance for using these platforms.

GWSPH Online Instruction and Instructional Continuity Contacts

- Jane Hyatt Thorpe: Senior Associate Dean for Academic, Student and Faculty Affairs (jthorpe@gwu.edu)
 - George Gray, Associate Dean for MPH Programs (ggray@gwu.edu)
 - Andrew Wiss, Director of Online Learning (awiss@gwu.edu)
-

GW IT Support for GWSPH Faculty:

- Phone support is available through the IT Support Center (ITSC) from 7:00am - 10:00pm, Monday to Friday at (202) 994-4948.
- GW IT Team is monitoring the gwsphsupport@gwu.edu email from 7:30am - 8:00pm, Monday to Friday.

GW Instructional Core Services: Not sure who to contact? Main email for GW IC support (InstructionCore@gwu.edu)

GW Instructional Technology Lab (ITL): Available by phone and email to help faculty with all Blackboard related questions, including course and tools setup.

- Phone: (202) 994-0485
Email: itl@gwu.edu

ITL Training Sessions: Topics include: Blackboard Essentials, Large Enrolment Courses Online, Assignments and Tests and, Creating Online Lectures and Live Virtual Classroom

- Register for the ITL's Online Workshops here: <https://itl.gwu.edu/faculty-workshops>

Central GW Resources:

- View the [GW Resources for University Supported Educational Technologies](#) main resource page
 - Visit [GW Campus Advisories](#)
-

GWSPH Classroom Technologies

A written guide for using the technology in the classrooms "Step-by-Step Classroom Technology Guides" may be found here: <https://acadtech.gwu.edu/conferencing> (main page) and <https://acadtech.gwu.edu/classroom-instructions-integrated-microphone-camera-system> (for a guide specific to the classrooms GWSPH faculty will be teaching in this fall). A copy of this guide will be in every classroom for your reference as well.

Hybrid classroom video walkthroughs:

- Starting a class session with remote participants ([video](#))
- Running your class session ([video](#))
- Managing in-class and remote audio ([video](#))

Will GWIT be available if I need assistance in the classroom?

GWIT will have technician dispatch support available throughout the term. For any faculty that have support questions or concerns, GWIT technicians can be reached *either by using the classroom phones*, or by calling 202-994-7900 directly.

Support for Synchronous Class Meetings:

Synchronous Platform Guides, Resources and Support:

- **Blackboard Collaborate Ultra:**
 - [Blackboard Collaborate Ultra Guides](#) (courtesy GW ITL)
 - **Zoom - Provided by GW**
 - [Main GW Zoom Landing Page \(for account setup, application launch and support info\)](#)
 - [Using Zoom in Blackboard \(Video\)](#)
 - [Blackboard: Get Started with Zoom Meetings \(PDF\)](#)
 - [Instructions for how to enable Zoom in your Blackboard course and schedule meetings](#)
 - For Support: Contact GW IT (gwsphsupport@gwu.edu)
 - **Zoom - Provided by 2U**
 - For Support: Contact 2U Faculty Success (facultysupport@2u.com - 1-877-552-0628)
-

Panopto Guides:

Using Panopto in your GW Blackboard Course: Panopto is a lecture recording and video streaming tool that is integrated into GW Blackboard for use by GWSPH faculty.

Important First Steps: Panopto Setup

- Step 1 of 2: Installing the Panopto Recorder ([PDF](#))
- Step 2 of 2: Linking your Blackboard Course to Panopto ([PDF](#))

Creating Recordings

- How to Record with Panopto for PC ([PDF](#))
- How to Record with Panopto for Mac ([PDF](#))
- How to Record with Panopto Capture ([PDF](#)) ([video tutorial](#))
- How to Record with Panopto.It (Panopto Express) ([PDF](#)) ([video tutorial](#))
- Microphone and Camera Settings in the Panopto Recorder ([PDF](#))
- How to Upload Existing Video Files to Panopto ([Link](#))
- More help with Creating Panopto Videos ([Link](#))

Editing Recordings

- Basic Editing in Panopto ([Link](#))
- Adding Quiz Questions to Panopto Recordings ([PDF](#))
- More on Editing Panopto Videos ([Link](#))

Viewing and Managing Recordings

- Moving a Panopto Recording to a Different Course ([PDF](#))
- Help Viewing Panopto Recordings ([Link](#))
- Add a Panopto Recording Link to a Blackboard Course ([PDF](#))

Where to Find People to Help

- Panopto Support is available 24x7 - 855-765-2341
-

GWSPH Blackboard Course Template

GWSPH Online Course Template (for Blackboard): The GWSPH Blackboard Course Template uses a weekly unit structure that faculty can populate with the learning goals, content, details on synchronous sessions and discussions, and any assignments/activities taking place that week.

The [template can be downloaded from this folder](#) (requires GW login) and imported into your empty Blackboard course shell using these [import directions](#).

Recording Your Classroom With Echo 360

- View all [Echo 360 Guides](#) (courtesy GW ITL)
 - Enable Lecture Capture for your classroom ([PDF](#)) ([Video](#))
 - Share a Capture with Another Course ([PDF](#))
 - Echo360: Accessing the Transcript Editor ([PDF](#))
-

Additional Helpful Blackboard Guides:

View the main [Faculty Guides for Blackboard](#) resource page.

Tests/Quizzes

- Creating Quizzes, Tests, and Self-Check Exercises ([PDF](#))
- How to Create a Test ([Video from Blackboard](#))
- Making a Quiz or Test Available ([PDF](#))
- Respondus Lockdown Browser <https://itl.gwu.edu/respondus-lockdown-browser-faqs>

Assignments

- Create Assignments ([PDF](#))
- Grading Assignments ([PDF](#))
- How to Use SafeAssign in Assignments ([Video from Blackboard](#)) and ([PDF](#))
- Instructions for Students to Submit an Assignment ([PDF](#))

Communication and Discussion Tools

- Communicate with Your Students ([PDF](#))
- Create a Discussion Board ([Video from Blackboard](#)) and ([PDF](#))
- Post an Announcement ([PDF](#))
- Send an Email through Blackboard ([PDF](#))