Quick Guide to WSU Distance Delivery Resources

AOI / LI Tool Kit for Extended Distance Delivery

**Distance Delivery Tool Kit**
This is the definitive source for the basics of setting up distance delivery courses. Topics include: using a Blackboard course template, enabling your course, and additional resources. Visit the presentation slides to learn more about how to develop a plan for distance delivery.

- **Link:** [https://li.wsu.edu/teaching-tool-boxes/emergency-tool-kit-for-extended-distance-delivery/](https://li.wsu.edu/teaching-tool-boxes/emergency-tool-kit-for-extended-distance-delivery/)
- **Presentation Slides:** [https://li.wsu.edu/documents/2020/03/preparing-for-distance-delivery.pdf/](https://li.wsu.edu/documents/2020/03/preparing-for-distance-delivery.pdf/)

**Blackboard**

**How can I use Blackboard for my courses?**
Blackboard is a learning management system (LMS) where you are able to house your syllabus, course schedule, materials and links. Blackboard is accessible for WSU instructors at [https://learn.wsu.edu/](https://learn.wsu.edu/).

**Blackboard Learn Tutorials**
Tutorials are available to help instructors get the most out of the Blackboard Learn learning management system (LMS). Topics covered: Managing Your Course; Assignments; SafeAssign; Discussions; Tests; Browser Support; Grading; Media Gallery.

- **Link:** [https://li.wsu.edu/academic-tech-tools/learning-management-systems-lms/lms-tutorials/](https://li.wsu.edu/academic-tech-tools/learning-management-systems-lms/lms-tutorials/)

**Blackboard Demo Course**
Access a Blackboard demo for ideas as to how to present content and make the best use of this resource.

- **Link:** [https://li.wsu.edu/teaching-online-global-campus/global-campus-sample-course/](https://li.wsu.edu/teaching-online-global-campus/global-campus-sample-course/)

**Panopto**

**How can I use Panopto for my courses?**
Panopto is a video capture tool that allows you to record using your webcam and computer screen. You can build your lecture (or short videos), incorporating your PowerPoints, quizzes, and YouTube videos.

**Panopto Instructor Guide**
How to set up Panopto in Blackboard, create Panopto recordings, access Panopto recordings, embed a YouTube video in a Panopto recording, caption your video for accessibility, share a Panopto session.

- **Link:** [https://li.wsu.edu/academic-tech-tools/cougar-capture/cougar-capture-tutorials/](https://li.wsu.edu/academic-tech-tools/cougar-capture/cougar-capture-tutorials/)

**Zoom**

**How can I use Zoom for my courses?**
Zoom is a web conferencing tool that allows real-time connectivity with your students.

**How to Use Zoom in Blackboard**
The Zoom tool in Blackboard Learn allows you to manage all your meetings and recordings for your courses. Instructors can schedule new meetings and students can join them from a single link. This tutorial offers information on how to sign in to Zoom, set meeting settings, set up recurring meetings, and record meetings automatically.

- **Link:** [https://li.wsu.edu/academic-tech-tools/webconference-zoom/](https://li.wsu.edu/academic-tech-tools/webconference-zoom/)
WSU Virtual Private Network (VPN)

**Do I need to install software for my VPN to work?**

VPN applications have been auto-installed on most faculty devices. If you find you do not Global Protect installed on your device, submit a help ticket here: [https://jira.esg.wsu.edu/plugins/servlet/desk/portal/56/create/575](https://jira.esg.wsu.edu/plugins/servlet/desk/portal/56/create/575).

**Setup and Access Instructions**

VPNs allow for a more secure connection when using private or public networks. The use of Global Protect also allows you to access WSU shared drives remotely; without the use of a VPN, you will not be able to access WSU shared drives and remote-desktop applications NVivo, SDC, and STATA.

**Link:** [https://its.wsu.edu/ssl-vpn-installing-global-protect-sslvpn/](https://its.wsu.edu/ssl-vpn-installing-global-protect-sslvpn/)
Additional Resources

**Blackboard Best Practices**
Includes best practice tips as well as how to create a Blackboard contingency plan to protect from technology failure.

[Link: https://li.wsu.edu/academic-tech-tools/learning-management-systems-lms/best-practices-lms/]

**Create an Accessible Word Document**
Instructions for creating an accessible Word document/how to convert to scannable PDF.

[Link: https://confluence.esg.wsu.edu/display/KB/Office365++5+Minutes+to+an+Accessible+Document]

**FAQs for Using Cougar Capture Tools (Panopto)**
Answers frequently-asked questions about Panopto, FERPA compliance.

[Link: https://li.wsu.edu/academic-tech-tools/cougar-capture/cougar-capture-faqs/]

**Learning Innovations’ Faculty Distance Delivery Tips Blog**

[Link: https://li.wsu.edu/category/distance-delivery/]

**Panopto System Requirements**
Learn about the system requirements needed to use Panopto.

[Link: https://li.wsu.edu/documents/2017/12/panopto-system-requirements.pdf/]

**Videoconference Tips for Success**
Text and video tutorials on student engagement and video conferencing tools/accessibility.

[Link: https://li.wsu.edu/academic-tech-tools/videoconference/best-practices-videoconference/]

**WSU ITS Blackboard Self-Help Articles**

[Link: https://confluence.esg.wsu.edu/display/KB/Self+Help++Blackboard]

**WSU ITS OneDrive Self-Help Articles**

[Link: https://confluence.esg.wsu.edu/display/KB/Self+Help++OneDrive]

**WSU ITS Panopto Self-Help Articles**

[Link: https://confluence.esg.wsu.edu/display/KB/Self+Help++Panopto]

**WSU ITS Zoom Self-Help Articles**
Topics include: How to share your screen, how to manage participants, how to troubleshoot webcam issues, how to find/view your recordings, and more.

[Link: https://confluence.esg.wsu.edu/display/KB/Self+Help++Video+Conferencing]