

**Online Teaching Assistants:  
Learning Management Systems and Technology at American University**

**Learning Outcomes**

1. Identify the two learning management systems at AU.
2. Access resources for future questions about the learning management systems.
3. Access resources for future questions about Zoom.

**Module Description**

A learning management system (LMS) is a software application that organizes instructional materials for effective course delivery. In online courses, the learning management system and course facilitation is especially important so all learners can access all materials for the course. For the Fall 2020 semester at American University faculty have two learning management systems available to them: Canvas and Blackboard. These learning management systems house course content, quizzes, synchronous classes, discussion boards, and all instructional activities and assessments for the course.

Faculty at AU also have access to Zoom. Zoom is a web conferencing platform ideal for setting up recurring synchronous meetings, such as class meetings. Zoom can be used on its own or integrated within Canvas. Please note that Blackboard has its own video conferencing tool: Blackboard Collaborate. Instructors can use the Blackboard LMS and Blackboard Collaborate, or they can use the Blackboard LMS for most course activities, and use Zoom for synchronous meetings. Either is fine and depends on some small differences in tools and preferences of the instructor.

Please take a look at the following resources, paying special attention to the learning management system and tools you may be required to facilitate the technology for. For TAs, this might include setting up synchronous meetings, grading, or posting announcements. After reading there is a short, three-question quiz to ensure you know who to contact at American University should you encounter any issues.

<b>Topic</b>	<b>Canvas</b>	<b>Blackboard</b>	<b>Zoom</b>
Grading	<ul style="list-style-type: none"> <li>• <a href="#">How do I enter and edit grades in the Gradebook?</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard: Assign grades in the grade center</a></li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable (N/A)</li> </ul>
Synchronous (Live) Sessions	<ul style="list-style-type: none"> <li>• <a href="#">Zoom in Canvas</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Collaborate</a></li> <li>• <a href="#">Zoom in Blackboard</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Scheduling Zoom Meetings</a></li> </ul>
Recording Synchronous Sessions	<ul style="list-style-type: none"> <li>• Use Zoom resources</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Collaborate</a> (<i>watch a video tutorial</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Cloud Recordings</a></li> <li>• <a href="#">Local Recordings</a></li> </ul>
Breakout Groups	<ul style="list-style-type: none"> <li>• Use Zoom resources</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Collaborate Breakout Groups</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Managing Breakout Rooms</a></li> </ul>
Sending Email	<ul style="list-style-type: none"> <li>• <a href="#">How do I send a message to all course users in the Inbox as an instructor?</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Email</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Send Zoom Meeting Email Notifications</a></li> </ul>
Making Announcements	<ul style="list-style-type: none"> <li>• <a href="#">How do I add an announcement in a course?</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Blackboard Announcements</a></li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Publishing A Course	<ul style="list-style-type: none"> <li>• <a href="#">How do I publish a course?</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Make a Course Available to Students</a></li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Recording and Uploading Videos	<ul style="list-style-type: none"> <li>• <a href="#">How do I upload a video?</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Kaltura in Blackboard</a></li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Email for additional help at AU	<ul style="list-style-type: none"> <li>• <a href="mailto:canvas@america.n.edu">canvas@america.n.edu</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="mailto:blackboard@america.n.edu">blackboard@america.n.edu</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="mailto:Zoom_admins@american.edu">Zoom_admins@american.edu</a></li> </ul>

## Reflection Questions

- a. Who can you email for future questions about using Zoom? Canvas? Blackboard?
- b. Which features of the learning management system should you be familiar with for your TA appointment?
- c. How will synchronous sessions be facilitated? Will there be chat? Breakout groups?

## Help and Support at AU

- Find answers to existing instructional questions and ask your own on the [American University Service Now Learning Support Services](#) website.



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