

Quick Tool Crosswalk

To temporarily substitute face-to-face instruction with virtual tools.

- All Sam Houston State University instructors have access to virtual tools designed to substitute typical classroom tasks and activities.
- Each face-to-face class has a corresponding **Blackboard Course** that is open and available to students and instructors.
- All tools listed below are hyperlinked to how-to guides and are available free of use to all SHSU instructors and students.

Typical Classroom Tasks & Activities	Virtual Tool
<i>If you want to...</i>	<i>Select or Use...</i>
Create electronic presentations	PowerPoint OR GoogleSlides OR Apple Keynote
Display PowerPoint in class	Upload PowerPoint file to Blackboard using “ File ” tool.
Create a handout from scratch	Create in Blackboard using the “ Build Content ” and “Item” tool.
Pass out handout to students	Upload document to Blackboard using the “ File ” tool.
Give a lecture	Zoom OR Bb Collaborate Ultra.
Grade	Blackboard Grade Center .
Issue or collect an assignment	Blackboard Assignment tool .
Give a quiz	Test tool in Bb.
Issue a test	Test tool in Bb.
Proctor a test	Lockdown Browser and/or Monitor .
Require group work	Groups tool in Bb.
Provide feedback	Grade Center or the Send Email tool.
Make an announcement	Announcement tool in Bb.
Share a class schedule	Calendar tool in Bb.
Share a syllabus	Upload document to Blackboard using “ File ” tool.
Share a website or many websites	Web Link tool in Bb.
Have students present to one another	Discussion tool in Bb or Zoom OR Bb Collaborate .
Communicate with students	Send Email tool, Announcement tool, or meet in Zoom OR Bb Collaborate .
Host Office Hours	Zoom OR Bb Collaborate .
Have in class discussions	Discussion tool in Bb or Zoom OR Bb Collaborate .
Poll	Zoom OR Bb Collaborate .
Have a one-on-one session	Zoom OR Bb Collaborate .
Show a video in class	Kaltura Capture tool in Bb.
Issue a journal assignment	Journal tool in Bb.

Contact us for [Technical](#) or [Instructional Design Support](#).

For more instructions, options, or tutorials, visit the [SHSU Online Instructional Continuity Guide](#).

The Quick Tool Crosswalk is a work in progress and does not contain an exhaustive list of all possible activities undertaken in a physical classroom. If you have a question about substituting a specific activity, please contact SHSU Online at blackboard@shsu.edu.