

# Communication and Collaboration Tools and Guidelines

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## Chat

Most course communication and collaboration will take place in the designated Slack (<https://slack.com/>) chat room.

*bookmark this: <https://gwu-business.slack.com/messages/badm-2301/> (<https://gwu-business.slack.com/messages/badm-2301/>)*

Reference:

- how to emoji (<https://slack.zendesk.com/hc/en-us/articles/202931348-Emoji-and-emoticons>)

## Instructional Materials

All class documents and instructional materials are available online in a public GitHub (<https://github.com/>) repository.

*bookmark this: <https://github.com/gwu-business/badm-2301> (<https://github.com/gwu-business/badm-2301>)*

At any given time, documents in the repository may be at different stages of ideation and completion. The word `todo` signifies intention of updating a document.

If you see a typo, or would like to contribute to the materials, feel free to edit any of the documents (requires a GitHub account; ask an instructor how to "commit").

For convenience, some instructional materials, like the Syllabus, will be posted to Blackboard as well. These documents will be versioned, and may be out-of-date at some times.

## Email

All members of the Learning Community have **GWU-issued email addresses**, which may be used for email communications. If emailing an instructor, include BADM-2301 in the subject.

## Assignment Submission

Most assignments will be submitted through Blackboard (<http://www.blackboard.com/>) , mostly for privacy reasons.

*bookmark this: <https://blackboard.gwu.edu/> (<https://blackboard.gwu.edu/>)*