



CORCORAN

**Returning students and faculty:
note some changes over the
summer:**

- + Cloud Accounts are gone!
Access all lab computers and the copiers with your UserID.
- + UserID for the copiers as well!
- + New VPN software: AnyConnect has been replaced with GlobalProtect.
- + The fab lab no longer supplies birch or acrylic sheet.

What hasn't changed: students enrolled in Corcoran classes still have FULL access to the Adobe Creative Suite.

A person wearing a VR headset and holding controllers, standing in a room with a camera on a tripod.

IT resources/F23

Accounts & Help Desk

In addition to your GW email, there are two types of **IDs** you will be given by the university to access different services:

- + GWID
- + UserID

... What are they?

GWID

G12345678

(A letter 'G' followed by 8 numbers).

Your **GWID** is what you use for really sensitive stuff with the university, like grades and employment. Your GWID is one of the first things you get at GW. It's created by the Division of Information Technology (GW IT).

If you've forgotten your GWID, you can retrieve it here:

<https://my.gwu.edu/mod/gwid/index.cfm>

UserID

g12345678@gwu.edu

Your **UserID** is what you use to access your GW email, Blackboard, Adobe, many of the lab computers, and other services using single sign on.

For **new users** (incoming students, new faculty and staff), your UserID is your GWID.

You can claim your UserID or reset your password here:

<https://it.gwu.edu/identity-and-access-management>

Email

first.last@gwu.edu

For **new users** (incoming students, new faculty and staff) your GW email is *LegalFirstName.LegalLastName* or *ChosenName.LegalLastName*, followed by "@gwu.edu". In the event there are multiple individuals with the same first and last name, a number will be added to your last name.

For users prior to Fall 22, nothing has changed: your GW email is your UserID address with "@gwu.edu".

GW

Sign in

Enter your UserID followed by @gwu.edu

[Can't access your account?](#)

Back

Next

GW community members can access this service using their UserID followed by @gwu.edu and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit go.gwu.edu/userid for more information and to reset your password.



Sign-in options

[Terms of use](#)

[Privacy & cookies](#)



This is a sign-in screen on a typical lab computer.

It uses your UserID followed by "@gwu.edu"

NOTE: this is not an email address, just 'looks like' an email address.

Yes, it's confusing.

For problems with GWID and UserID accounts, as well as network problems, dead computers in labs, etc., contact the IT Support Center (ITSC):

Phone: 202-994-GWIT (4948)

ots@gwu.edu



GET HELP

Or go to it.gwu.edu

Get Started

[Submit a request](#)

Telecommute

Log In To GWeb

About GWeb Access

Access Blackboard

Access Internet

Activate or access GW email

Chat with Martha

Download Software

Information Technology

the technology solutions to promote and advance teaching, learning, research and support for the GW

Get Started with GW Inform

ology

Request for

James Huckenpahler

Quantity

1

Please use this form to submit an issue you are experiencing with a current service from GW IT, such as phone not working, undelivered mail, delays and computer-related issues.

Please be as detailed as possible. Include all relevant information, such as your location and contact information. Indicate how the issue began and whether or not it is recurring.

For email related issues, such as delayed or undelivered mail, please include the original message sent by the sender as text and not as a screen shot. The IT Support Center will need the message header information, explained [here](#)

If you would like IT Support on a large project or initiative, please go to <https://go.gwu.edu/itprojectreq>

Please provide description of the problem **(required)**

Location **(required)**

If you are on campus, include building and room number. If you are off campus, enter "remote"

Phone Number **(required)**

would you like to include an attachment (not all interfaces support this)

Submit request

Save and close

That form (should) be routed to the right person to solve the problem.

If you think your request has gotten lost in limbo, contact CCAS IT Support at ots@gwu.edu and your program admin.



[Home](#) ▶ Support

Support



[Submit a Request](#)

ithelp@gwu.edu

[Reset Password](#)



[Classroom
Support](#)

202-994-7900

[Website](#)



[Knowledge Base](#)

[Digital Workplace](#)

[View My Tickets](#)



[Phone](#)

202-994-4948

24 hours a day

7 days a week



[Walk-In](#)

Walk-In Support
Centers

Full array of resources listed at:
<https://it.gwu.edu/support>

If you are experien

NOTE: Due to the C
support you remote

visit Digital Workplace, our customer support portal, at go.gwu.edu/itrequest to learn more about technology at GW.

usily working to
ss above. Be sure to

**Walk-in support centers:
Monday–Friday, 9AM–5PM**

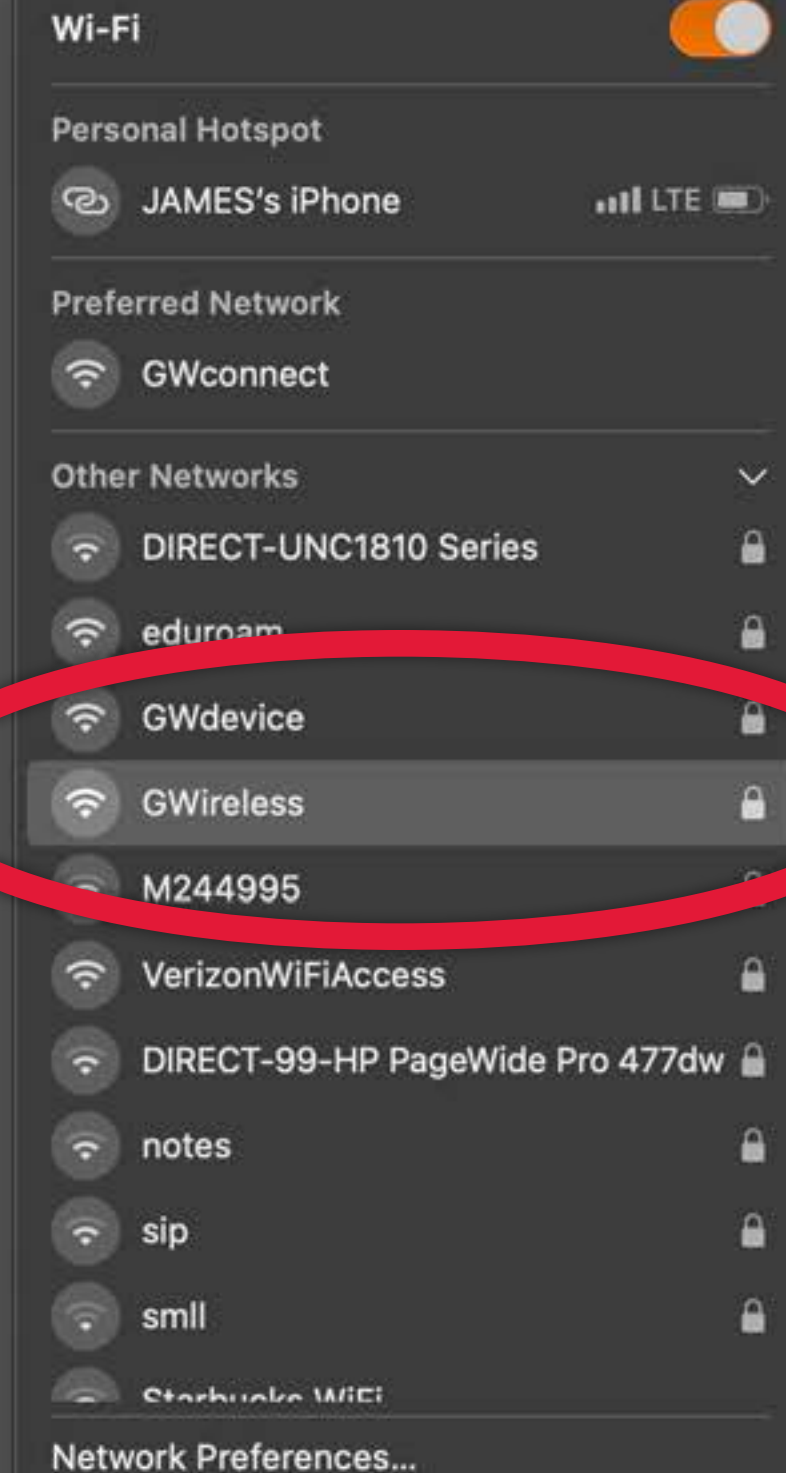
+ Flagg Building B128


+ Foggy Bottom-Rome Hall 354



**Connecting
to the network
on- & off-campus.**

How can I get a secure wireless connection on my laptop when I am on campus? Select the **GWireless** network...





Select a certificate or enter a name and password for network "GWireless"

No certificate selected

Account Name: UserID

Password: ●●●●●●●●●●

Remember this information

Cancel OK

A red oval highlights the Account Name and Password fields.

Use your UserID to log in.



Click 'continue' and you are set.

If you are off-campus and need to access more secure systems (for example, the Papercut Job Ticketing portal to submit jobs to the Fab Lab), you'll need to connect to the **VPN (virtual private network)**...

For more info, and free VPN software, go to:
<https://it.gwu.edu/what-virtual-private-network>

The screenshot shows a web browser window displaying the GWU Information Technology website. The page title is "What Is a Virtual Private Network?". The header includes the GWU logo and "Information Technology" text, along with a "GET HELP" button. A navigation bar contains links for "I want to", "Services", "Resources for", "GW Status", "Security", and "About". A breadcrumb trail shows "Home > About > News & Events > What Is a Virtual Private Network?". The main content area features a date "February 06, 2018" and a paragraph explaining that the VPN allows remote access to university systems. Below this, a section titled "Here are the benefits installing GW's VPN:" lists three bullet points. A blue button labeled "How to Access the VPN Client" is circled in red. The footer contains the GWU logo, contact information for the Academic Center (801 22nd Street, NW B101, Washington, DC 20052), phone number (202-994-GWIT (4948)), email (ithelp@gwu.edu), and social media icons for LinkedIn and Twitter.

What Is a Virtual Private Network?

February 06, 2018
The George Washington University's [virtual private network \(VPN\)](#) allows remote access to many university systems and resources whether you're located on campus or miles away. It does this by creating a "virtual" encrypted channel from your remote location back to GW's network.

Here are the benefits installing GW's VPN:

- Offers a seamless connection through an encrypted tunnel. The VPN service allows you to access campus resources seamlessly, but with an additional layer of protection.
- Protects your data. Passwords alone aren't good enough anymore when it comes to protecting your personal information, and our systems and networks. [Two-step authentication](#) and [Virtual Private Networks \(VPNs\)](#) helps protect your information with more than a password.
- Provides an additional layer of security and privacy when traveling. It's hard to know whether a Wi-Fi network is secure, so you always use a VPN when connecting mobile devices or laptops in hotels, airports, or coffee shops.

[How to Access the VPN Client](#)

Click this button to go to the download link and instructions.

Adobe & Other Apps

Important: when using Adobe apps IN THE LABS, for each work session, you will need to:

1. Launch any Adobe app; a login dialog will appear.
2. In the "User" field type your GW email and hit "return" (no password needed here).
3. You will be redirected to a GW single sign-in screen.
4. Enter your UserID and password.

How do I get **Creative Cloud and other lab software** for my personal computer? The university provides licenses for Adobe Suite to faculty and students enrolled in Corcoran classes. Other apps (like Autodesk) offer educational licenses for faculty and enrolled students.

Common lab software, and where to get educational copies...

	Software in CSAD labs	Where can I get an EDU license?
General	Adobe Creative Cloud	http://go.gwu.edu/adobe
	MS Office	https://it.gwu.edu/microsoft-office-365-free-gw-community-0
CAD/BIM	Autodesk AutoCAD	https://www.autodesk.com/education/free-software/featured
	Enscape (plug-in)	no longer free; student version = \$12.42/month: https://enscape3d.com/educational-license/
	Rhino	not free; student version = \$195; https://www.rhino3d.com/sales/north-america/United_States
	VRay (plug-in)	not free, student bundle = \$149/year; https://store.chaosgroup.com/educational/product/1-year-term-vray-edu-collection
	SketchUp	not free; student version = \$55/year; https://www.sketchup.com/plans-and-pricing-promo#for-higher-education
	Revit	https://www.autodesk.com/education/free-software/featured
	Fusion 360	https://www.autodesk.com/education/free-software/featured
Photo	PhotoMechanic	not free: students can purchase a full license for \$59, and to do that, they can just email from their edu address, and they'll send back a coupon code for the discount.

To get Creative Cloud for your personal computer, go to <https://www.adobe.com/products/catalog.html> and click on Sign In...

Get 20+ creative apps including Photoshop, Illustrator, InDesign, Premiere Pro, and Acrobat Pro.
[See what's included](#) | [Learn more](#)

[Buy now](#)[Start free trial](#)

The complete PDF solution for today's multi-device world.
[Learn more](#)

[Buy now](#)[Start free trial](#)

Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.
[Learn more](#)

[Buy now](#)[Start free trial](#)

Pr Premiere Pro

Industry-standard pro video and film editing.
[Learn more](#)

[Buy now](#)[Start free trial](#)

Ai Illustrator

Create beautiful vector art and illustrations on desktop and iPad.
[Learn more](#)

[Buy now](#)[Start free trial](#)

Id InDesign

Design and publish elegant layouts for print and digital.
[Learn more](#)

[Buy now](#)[Start free trial](#)

Ae After Effects

Cinematic visual effects and motion graphics.
[Learn more](#)

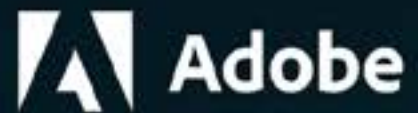
Lr Lightroom (1TB)

Edit, organize, store, and share photos from anywhere.
[Learn more](#)

Ru Premiere Rush

Create and share online videos anywhere.
[Learn more](#)

Type in your GW
email and hit
'Continue.'



Sign in or create an account


Sign in

New user? [Create an account](#)


Email address
my.email@gwu.edu

Continue

Or

 Continue with Apple

 Continue with Google

 Continue with Facebook

Continue with the GW
single sign on, using your
UserID plus @gwu.edu

GW

Sign in

Enter your UserID followed by @gwu.edu

[Can't access your account?](#)

Next

GW community members can access this service using their UserID followed by @gwu.edu and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit go.gwu.edu/userid for more information and to reset your password.



Sign-in options



All

Search all products

102 results

Sort Popularity



Creative Cloud All Apps

Get 20+ creative apps including Photoshop, Illustrator, InDesign, Premiere Pro, and Acrobat Pro.

[See what's included](#) | [Learn more](#)

Download



Acrobat Pro

The complete PDF solution for today's multi-device world.

[Learn more](#)

Download



Photoshop

Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.

[Learn more](#)

Download



Premiere Pro

Industry-standard pro video and film editing.

[Learn more](#)

Download

Once you're logged in, download and install Creative Cloud.

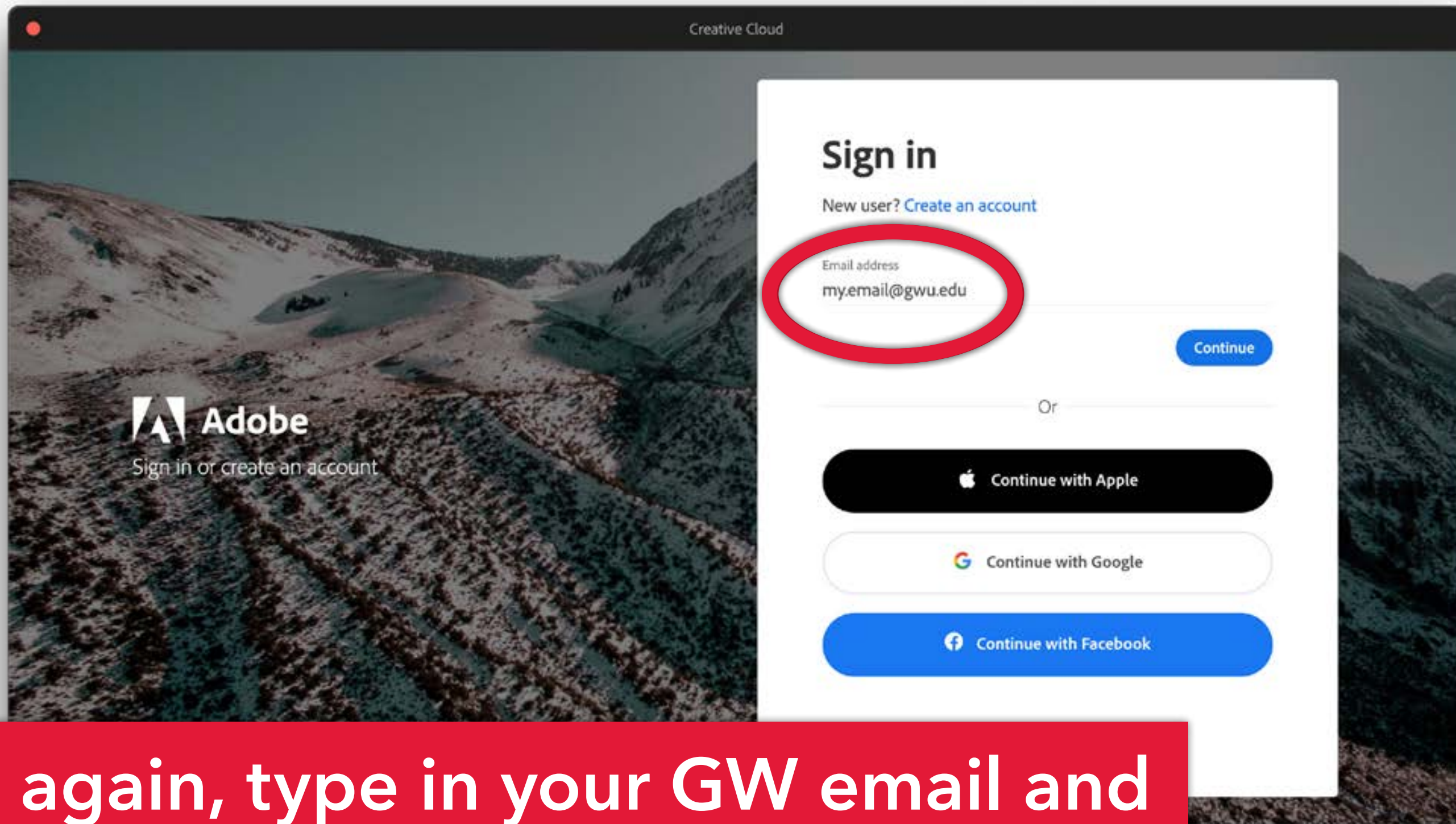
Download

Elegant layouts for print and digital.

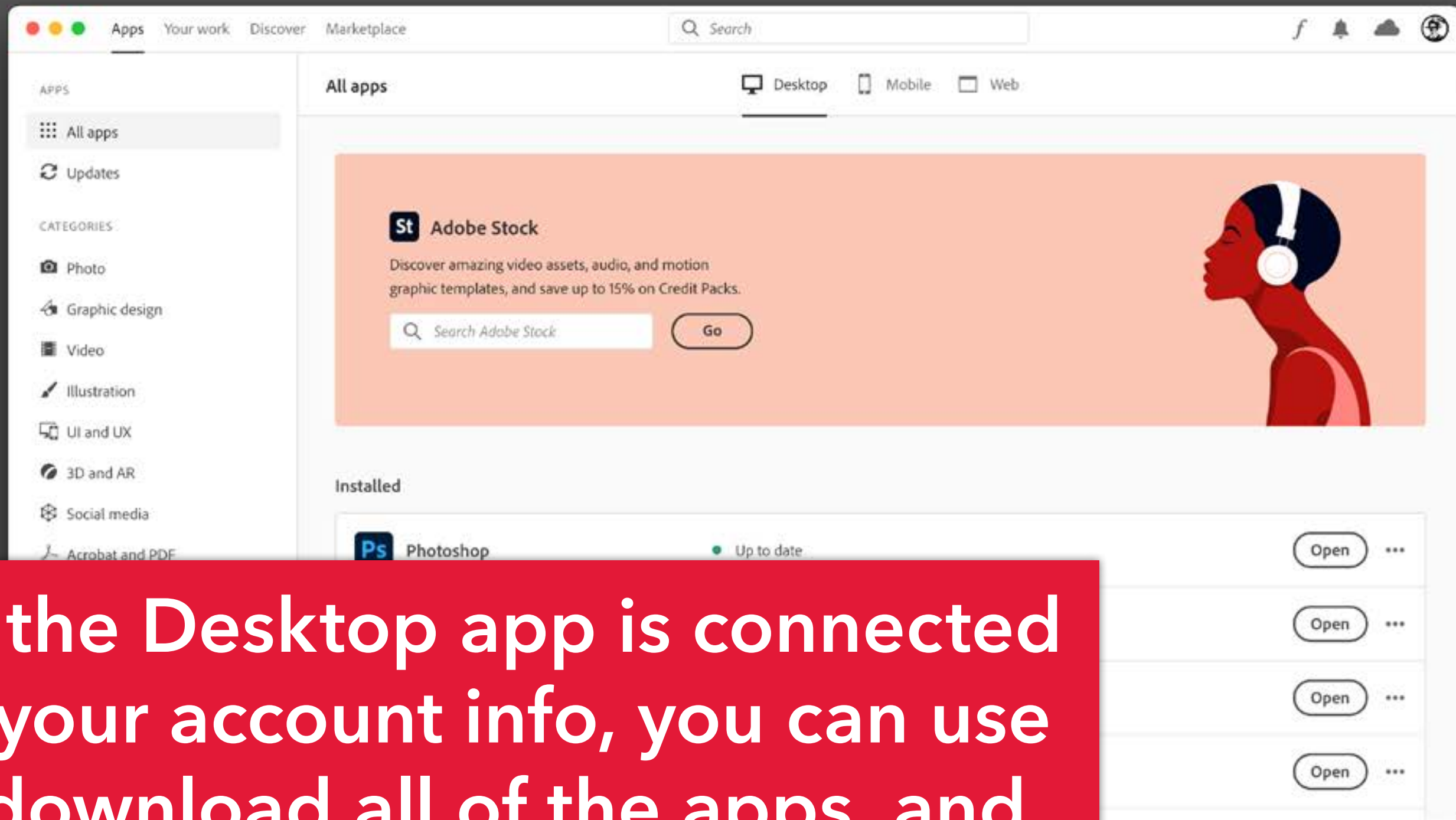
Download



After you have downloaded and installed, it will appear in the menu bar of your desktop.



And again, type in your GW email and continue with the single sign on.



Now the Desktop app is connected with your account info, you can use it to download all of the apps, and you won't need to keep signing in.

Lynda training has been upgraded to **LinkedIn Learning** but it is still free for faculty and students. Go to this address: <https://it.gwu.edu/LILTransition>

From there you will be re-directed to LinkedIn Learning...

[Home](#) ▶ Your Lynda.com account has been upgraded to LinkedIn Learning

Submit a Ticket



Your Lynda.com account has been upgraded to LinkedIn Learning

Your Lynda.com account has been upgraded to LinkedIn Learning to help fuel your lifetime of learning and professional development. Log in to LinkedIn Learning to explore.

... and click here:





Sign In

Sign in using the same email address you use for
LinkedIn.com or your organization email





Email
my.email@gwu.edu

Continue

[Sign in with your library card](#)

New to LinkedIn? [Join now](#)

**Use your UserID to log in, and
complete the single sign on if asked.**


-  Adobe XD
29 course results
-  Advertising and Promotion
54 course results
-  Google Ads
8 course results
-  Adobe Animate
17 course results
- ad
- Adobe Photoshop
- Adobe Illustrator
- Administrative Assistance
- Adobe Premiere Pro
- Google Adwords
- [See all results for "Ad"](#)

Set a weekly goal

We'll help you keep learning

[Set a goal](#)

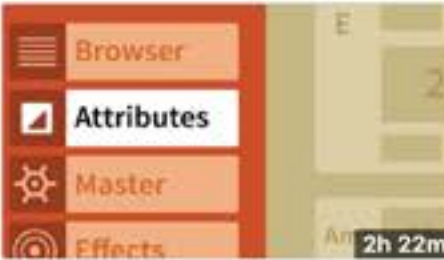
Top picks for you



COURSE
Inkjet Printing: Advanced Photography Techniques
By: Ben Long

COURSE
MASSIVE: Digital Synthesis
By: Evan Sutton

COURSE
Photography Foundations:





COURSE
FM8: Frequency Modulation



COURSE
Photography

in progress Saved From your org

 **Fusion 360 Essential Training** [Show all \(46\)](#)
COURSE · 3h 10m 48s left

 **Unity 3D 2019 Essential Training**
COURSE · 4h 39s left

Voila! Once you're in, search away for courseware.

Get a more personalized and

Connect your LinkedIn account now to sta

- Get customized course recommendations
- Watch courses with other learners
- Deepen your learning with Q&A discussions and Learning Groups

[Connect LinkedIn account](#)

[Not now](#)



In addition to Google Drive (associated with your GW mail), the university offers GW Box for online cloud storage and collaboration. It's free and offers unlimited storage space. To access it, go to:

<https://gwu.app.box.com/>

Part of The George Washington University?

The George Washington University uses your network credentials to login to Box. Continue to login to Box through your network.

Continue

If you are not a part of The George Washington University, continue to log in with your Box.com account.

Not a part of The George Washington University

Click here:

Continue with the single sign on if asked.

GW

Sign in

Enter your UserID followed by @gwu.edu

[Can't access your account?](#)

Next

GW community members can access this service using their UserID followed by @gwu.edu and corresponding password. Questions? Contact the IT Support Center at 202-994-4948 or ithelp@gwu.edu. Visit go.gwu.edu/userid for more information and to reset your password.



Sign-in options

All Files -

Recent Files



Name ^	Updated	Size
(Resource) GW IT-Classroom Data	Aug 17, 2021 by Calaway Childress	14,332 Files
Art-Theater Health and Safety Class Materials	Aug 27, 2019 by Siobhan Rigg	44 Files
	Jan 13, 2021 by Paul Reuther	25 Files
	Feb 22, 2021 by David Giacalone	918 Files
Corcoran Techs - Studio Info	Yesterday by James Huckenpahler	328 Files
Do-Not-Touch	Jun 20, 2020 by Maywadee Viriyapah	375 Files
Emmett-Frisbee	Jan 6, 2021 by James Huckenpahler	3 Files
FACTORY	Nov 23, 2020 by James Huckenpahler	151 Files
HospitalEntranceScreen	May 16, 2020 by David Lee	103 Files
Interviews	Oct 2, 2019 by James Huckenpahler	4 Files
LOGS	Sep 29, 2020 by James Huckenpahler	1 File

Voila, you're in.

Collaborate in real-time

Use Box Notes to keep your team in sync during meetings.

[Try Box Notes](#)

< 1/3 >

Copiers

There are two types of copiers:

WEPA Kiosks

These kiosks are all over campus; There a couple in the Flagg 127 (the student lounge) and one in the basement across from equipment checkout. They are part of a cloud-based, wireless printing service enabling you to print from anywhere on or off campus, and even from your smartphone or tablet. Simply send your print job to the cloud and visit any kiosk on campus to print your document.

A \$30 printing credit is allocated to each enrolled GW student at the beginning of the fall semester. To use these credits, students must activate the printing credits by logging into a print kiosk.

More info, drivers, and the mobile app can be found here: <https://printing.gwu.edu/>

Cannon Copiers

These copiers are specific to the Corcoran. Currently we do not charge, but thier useage should strictly be for class assignments. Print jobs can be sent from the lab computers and personal laptops using GWPrint to the Canon copiers in Smith Hall (101) and the Flagg building (B103, B136, 157, 159, and on the landing outside of 219.)

For both types of copiers, you'll use your GWorld card to release the jobs.

Your Gworld card should work within 24 hours of your account being activated. You can also key in your cloud account on the touch pad.

The first time you use your card, it will prompt you to sign with your UserID, after that the copiers will recognize your card.

If you still need help, the closest help desks are Flagg B128, and Rome Hall 354.

GW

When you log into a Corcoran lab computer, you'll see this dialog on the desktop. Fill in your GWid and password...

Sign in

Please sign in so that the right printers are added to your device.

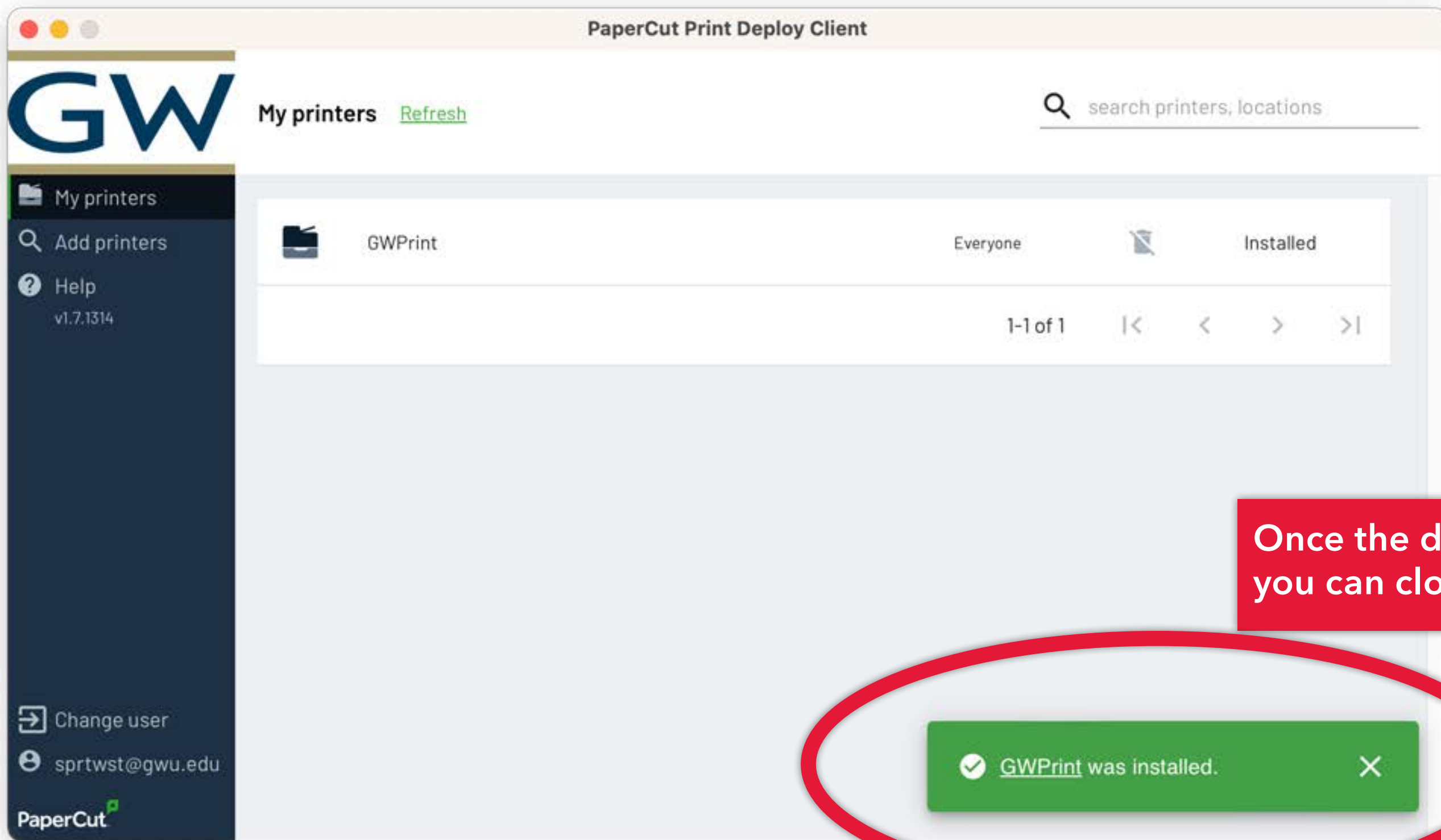
Username

Password

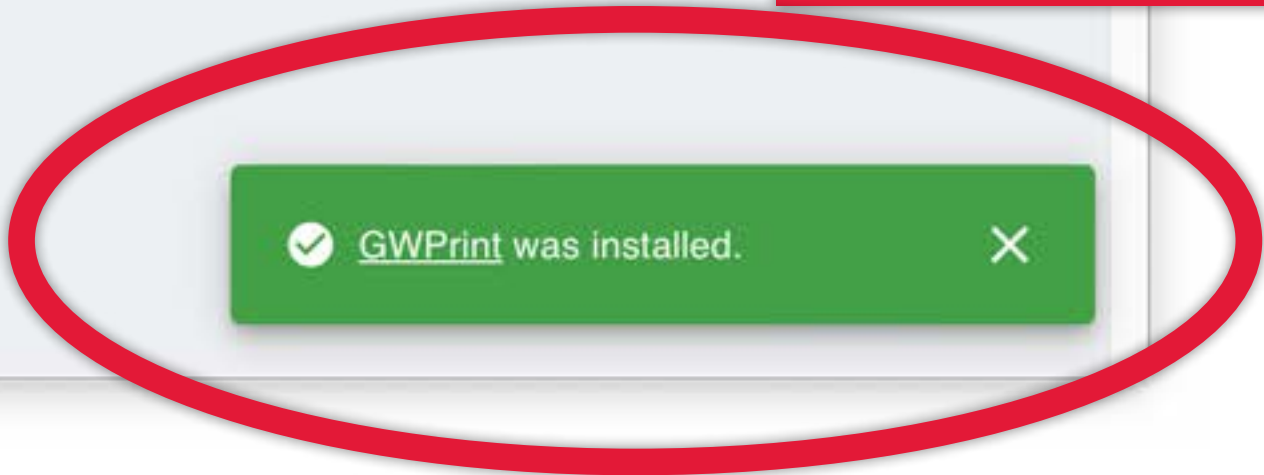
Sign in and add printers

Don't show me this again

... and check this box so it won't keep nagging you.




Once the driver is installed, you can close this window.



WORD!

Page 1 of 1

Printer

 GWPrint

Presets

Copies

Pages

All Pages

Range from to

Selection

Select pages from the sidebar

Pages

Print comments

Print smart annotations

Print page backgrounds

Layout

? PDF

Cancel

Print

Make sure the printer is set to GWPrint.

WORD!

Page 1 of 1

Printer GWPrint

Presets None

Copies

Pages

All Pages

Range from to

Selection
Select pages from the sidebar

Pages

Print comments

Print smart annotations

Print page backgrounds

Layout
1 page per sheet

Paper Handling
Collate Sheets, All Sheets

Printer Options

Color Matching i

Finishing i

Paper Source i

Quality i

Special Features i

Printer Info

By default, the copiers are set to print double-sided. If you need to print single-sided, click on the 'info' icon next to 'Finishing' ...

WO
RD!

... and change to '1-sided Printing' under this dropdown.

The image shows a printer's finishing options dialog box. On the left is a preview of a document page. The main area contains several sections:

- Print Style:** A dropdown menu currently set to "2-sided Printing", which is circled in red. To its right is a "Booklet..." button.
- Bind Location:** A dropdown menu set to "Long Edge (Left)" and a "Gutter..." button.
- Staple:** A dropdown menu set to "Off". Below it, a "Position:" dropdown is set to "Upper Left (Single)". A "Misc. Finishing Modes..." button is also present.
- Paper Output:** A dropdown menu set to "Auto".

At the bottom of the dialog are buttons for "Finishing Details...", "Cancel", and "OK". A help icon (?) is located in the bottom-left corner.

RD!

Page 1 of 1

Pages

- All Pages
- Range from to
- Selection
Select pages from the sidebar

Pages

- Print comments
- Print smart annotations
- Print page backgrounds

> Layout

1 page per sheet

> Paper Handling

Collate Sheets, All Sheets

> Printer Options

Color Matching (i)

Finishing (i)

Paper Source (i)

Special Features (i)

> Printer Info

? PDF (v)

Cancel

Print

By default, the copiers are set to auto-select the paper drawer. **DO NOT** put specialty paper in the paper drawers! **INSTEAD** use the multipurpose tray. To select it, click on the 'info' icon next to 'Paper Source' ...

WO
RD!

Presets

None

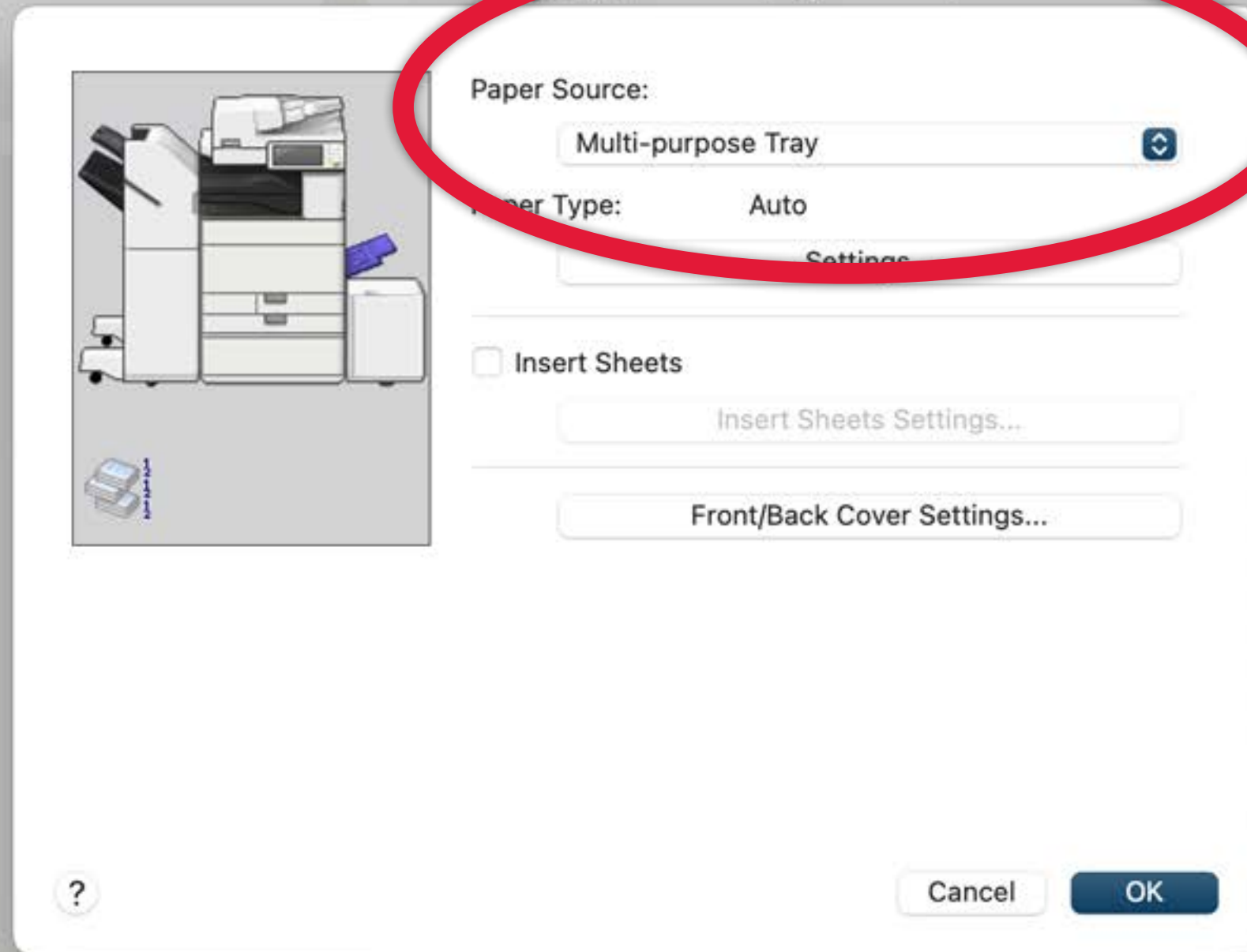
Copies

Pages

• All Pages

Range from 1 to 1

... and change to 'Multi-purpose Tray' under this dropdown.



Paper Source:

Multi-purpose Tray

Paper Type: Auto

Settings...

Insert Sheets

Insert Sheets Settings...

Front/Back Cover Settings...

Cancel OK

Quality

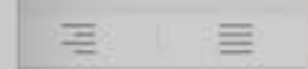
Special Features



200 pt



one



.0 - Single

one



Selection
Select pages from the sidebar

Pages

- Print comments
- Print smart annotations
- Print page backgrounds

Layout

1 page per sheet

Paper Handling

Collate Sheets, All Sheets

Printer Options

- Color Matching ⓘ
- Finishing ⓘ
- Paper Source ⓘ
- Quality ⓘ
- Special Features ⓘ

Printer Info

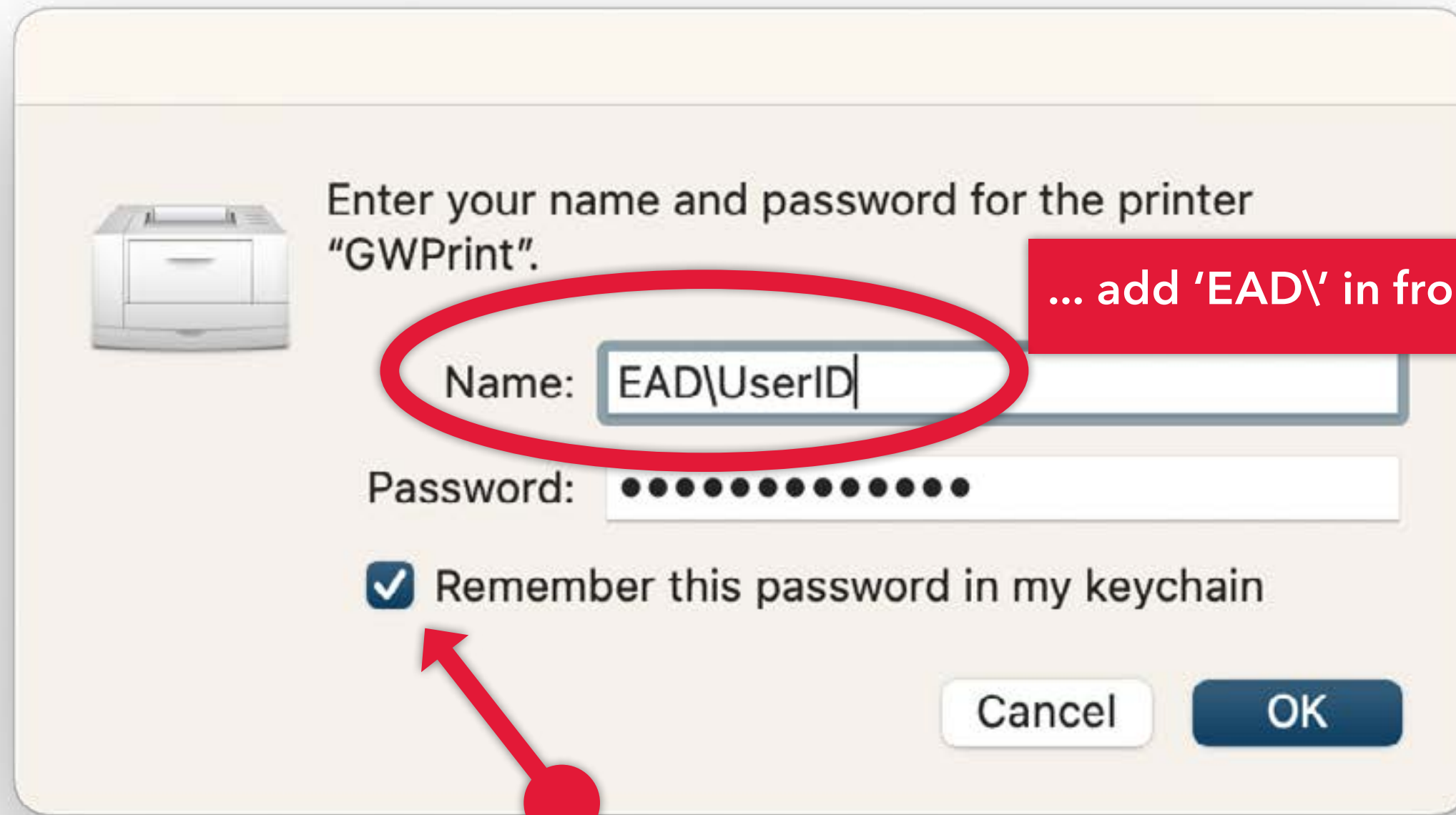
? PDF ▾

Cancel

Print

You're ready to print!

The first time you print to this lab computer, you'll need to authenticate with your UserID, BUT... !



Enter your name and password for the printer "GWPrint".

Name:

Password:

Remember this password in my keychain

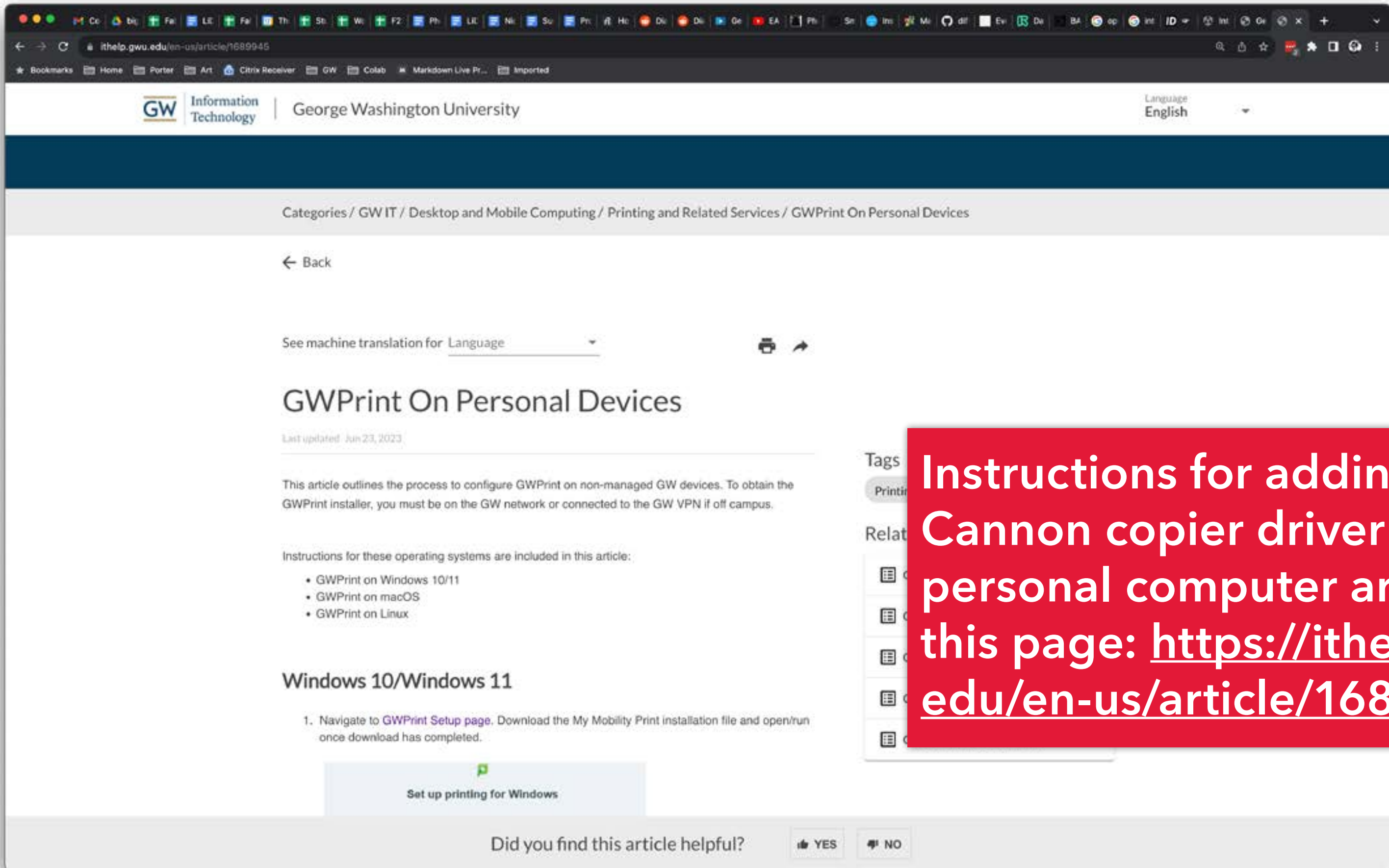
Cancel OK

... add 'EAD\' in front of your UserID...



... and check this box so you don't have to keep doing this.

After you've sent your job to the print queue, simply tap your GW ID card at the nearest copier to release the job.



Instructions for adding the Cannon copier driver to your personal computer are on this page: <https://ithelp.gwu.edu/en-us/article/1689945>

Fab Lab & Service Bureau

The **Fab Lab in Flagg B148** has laser cutters, 3D printers, desktop CNC routers and small vinyl cutters. Students who have received training may access the devices during [open lab hours](#).

To learn more about what gear we have or to schedule training, contact Corcoran Techs at corcorantechs@gwu.edu.

***NOTE: the lab no longer stocks birch or acrylic sheets.** The lab will continue to provide cardboard and chip board for assigned projects. Students CAN purchase their own materials but you will need bring them to the lab during lab hours and run the jobs yourself.

We recommend you purchase materials from <https://makerstock.com/>. Most of the materials they provide are safe for our labs. If you have questions about whether the material is safe to use, [contact corcorantechs@gwu.edu](mailto:corcorantechs@gwu.edu) **BEFORE** you purchase.

Need large format inkjet printing, laser cutting, engraving, or 3D printing?
Submit your files to the service bureau using the **PaperCut** portal:

<https://go.gwu.edu/CSADservice>

**Note: if you are on a campus network,
that link will take you directly to the portal;
if you are not on campus, you'll need
to connect to the campus network
using VPN software.**

The screenshot shows a web browser window with the URL `fb-papercut-p01.ead.gwu.edu:9192/user`. The page features a colorful, abstract illustration in shades of green, blue, and orange. Overlaid on this is a white login form for 'THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC'. The form includes a 'Log in' link, a welcome message 'Welcome to GW PaperCut Printing!', and two input fields: 'Username' and 'Password'. A red circle highlights these two input fields. Below the fields is a green 'Log in' button and a language selector set to 'English'. The footer contains the PaperCut MF logo and copyright information, and a license notice for the Columbian College of Arts and Sciences.

Use your UserID and the associated password to log in.

If you are having trouble logging in, contact James H at sprtwst@gwu.edu

CSAD FAB LAB
Location: Flagg B148
Pick-up: Outside of Flagg B148
Hours: 9AM-6PM
Email: corcorantechs@gwu.edu
Instructions: Make sure to read the [instructions](#) to properly submit your file. Failure to do so may result in your submission getting rejected.
Turn Around: We will do our best to get work back to you within 24 hours. Please allow for extra time during busy periods (e.g. mid and end term projects). Look at announcements for other delays.
Laser Template: When prepping a file for laser cutting, please use the [template](#).
Tips: For general How-To's and other tips, visit our [GitHub](#).

ANNOUNCEMENTS

HJ *NOTE: After July 8, Fab Lab and Large format printing services will be on pause until the beginning of the fall semester. Grad students who need assistance should reach out directly to James H via email
Facebook Comment - 4/11
Huckenpahler, James, 2 months ago

HJ You must complete training to use the lab or submit jobs. If you are still testing your model, please use chip or cardboard and save birch/acrylic for the final model (they cost a LOT more).
Huckenpahler, James, 2 months ago

Choose Product My Orders

Choose a Product



You'll see helpful info and announcements at the top of the screen.

My Orders

Order	Title	Product	Cost	Last activity	Status
#2589	maps signage - print x4 each	Large Format Printing		April 21, 2022 5:19 PM	Completed
#2587	Print-n-stick for NEXT	Large Format Printing		April 21, 2022 5:19 PM	Completed

CSAD FAB LAB
Location: Flagg B148
Pick-up: Outside of Flagg B148
Hours: 9AM-6PM
Email: corcorantechs@gwu.edu
Instructions: Make sure to read the [instructions](#) to properly submit your file. Failure to do so may result in your submission getting rejected.
Turn Around: We will do our best to get work back to you within 24 hours. Please allow for extra time during busy periods (e.g. mid and end term projects). Look at announcements for other delays.
Laser Template: When prepping a file for laser cutting, please use the [template](#).
Tips: For general How-To's and other tips, visit our [GitHub](#).

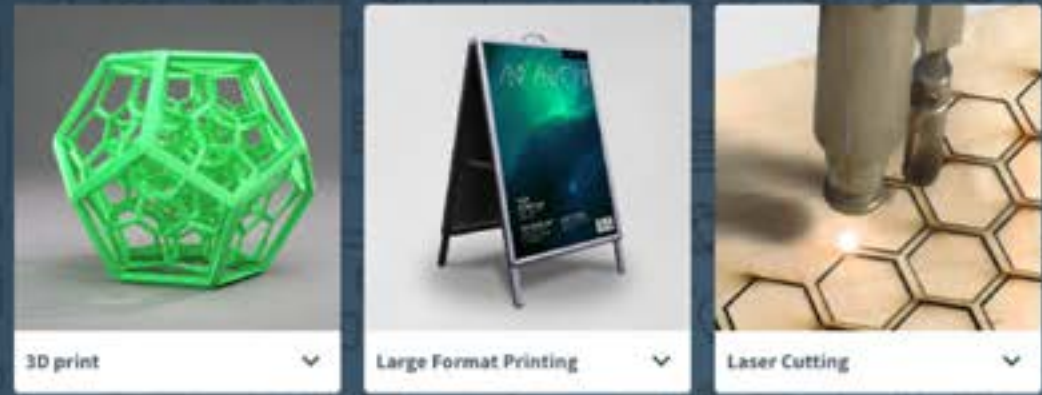
ANNOUNCEMENTS

HJ *NOTE: After July 8, Fab Lab and Large format printing services will be on pause until the beginning of the fall semester. Grad students who need assistance should reach out directly to James H via email jhucken@gwu.edu
Huckenpahler, James, 2 months ago

HJ You must complete training to use the lab or submit jobs. If you are still testing your model, please use chip or cardboard and save birch/acrylic for the final model (they cost a LOT more).
Huckenpahler, James, 2 months ago

Choose Product My Orders

Choose a Product



3D print Large Format Printing Laser Cutting

But the good stuff is down here: products we offer. (And we'll be adding more in the future.)

My Orders

Order	Title	Product	Cost	Last activity	Status
#2589	maps signage - print x4 each	Large Format Printing		April 21, 2022 5:19 PM	Completed
#2587	Print-n-stick for NEXT	Large Format Printing		April 21, 2022 5:19 PM	Completed

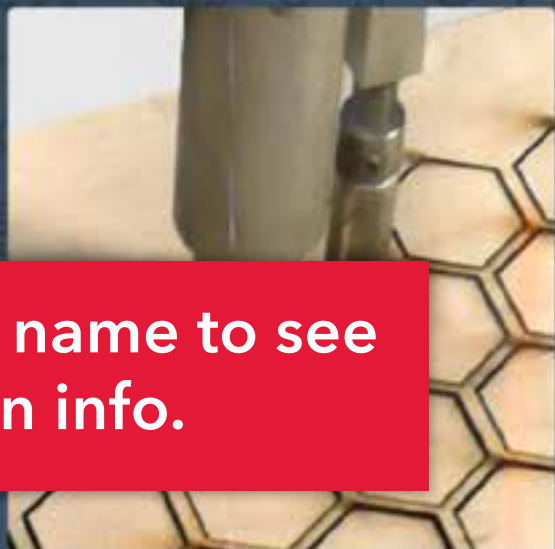
Choose a Product



Click on the product name to see important submission info.

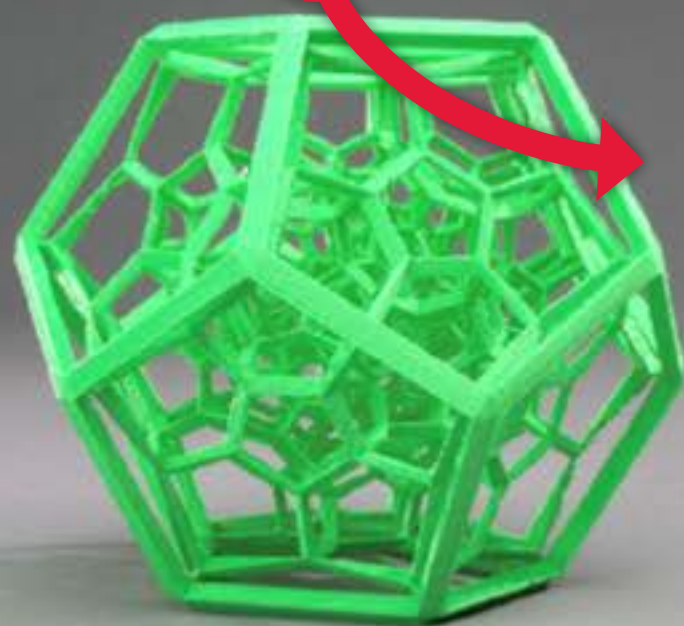


Large Format Printing



Laser Cutting

3D print



3D print

Use [Makerbot Print](#) software to prepare your file. Arrange, size and apply print settings to your .STL file(s) on the build plate. Then go to "File > Save Project As..." and upload the saved .PRINT file via the submission form. Your model will be printed on random colors or natural(unpigmented filament) PLA. Tips can be found on our [GitHub Wiki](#)

Start Order

Instructions: Make sure to read the [instructions](#) to properly submit your file.

Failure to do so may result in your submission getting rejected.

Turn Around: We will do our best to get work back to you within 24 hours.

Please allow for extra time during busy periods (e.g. mid and end term projects).

Look at announcements for other delays.

Laser Template: When prepping a file for laser cutting, please use the [template](#).

Tips: For general How-To's and other tips, visit our [GitHub](#).

HJ

You must complete training to use the lab or submit jobs. If you are still testing your model, please use chip or cardboard and save birch/acrylic for the final model (they cost a LOT more).

Huckenpahler, James, 2 months ago

Choose Product

My Orders

Click on a product photo to go straight to the submission form.

Choose a Product



3D print



Large Format Printing



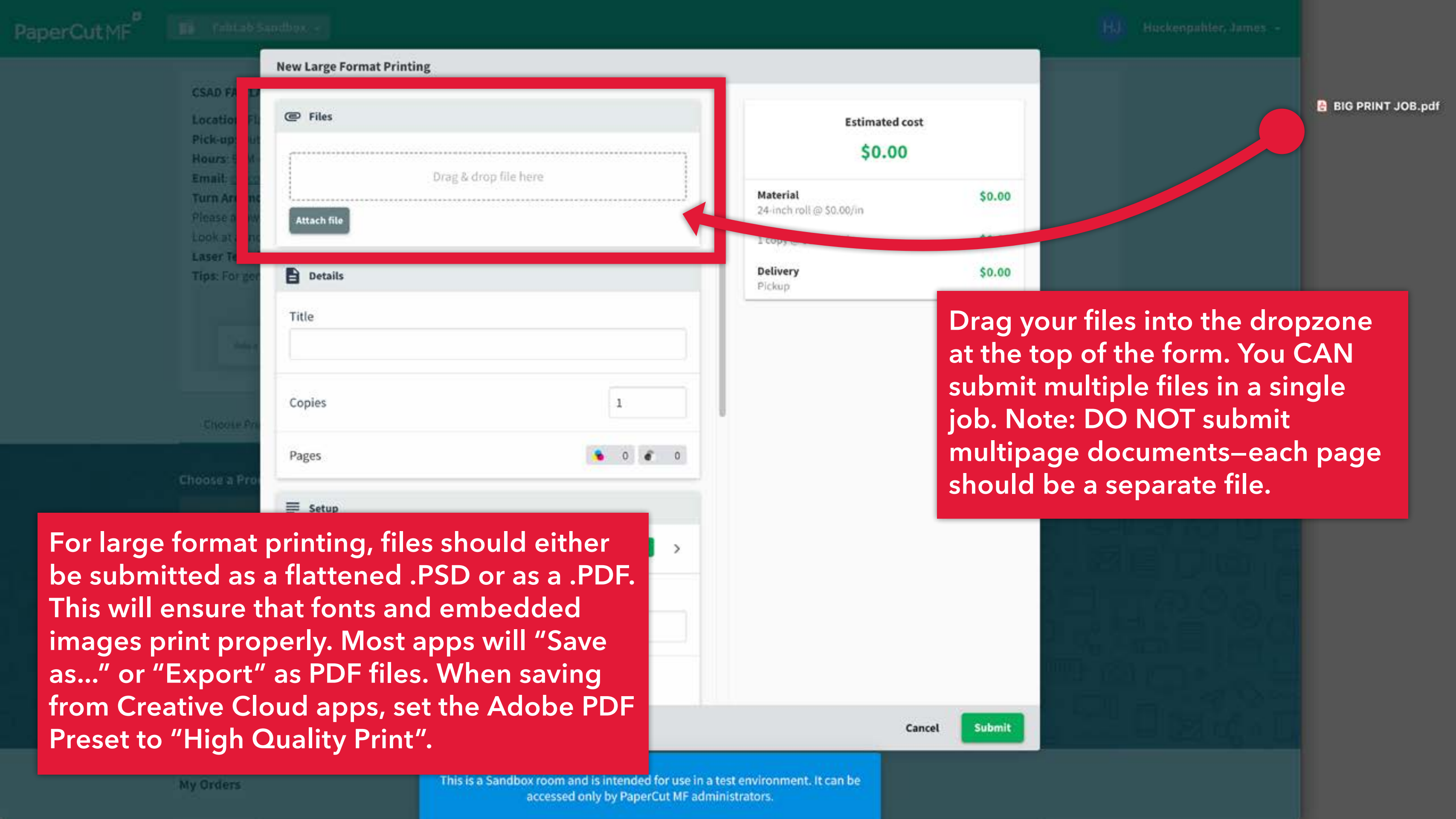
Laser Cut



My Orders

Order	Title	Product	Cost	Last activity	Status
#2589	mans signage - print x4 each	Large Format Printing		April 21, 2022 5:19 PM	Completed

Note: different products have different options in the order forms. The following slides show what to look out for:



New Large Format Printing

Files

Drag & drop file here

Attach file

Details

Title

Copies

1

Pages

0

0

Estimated cost

\$0.00

Material

24-inch roll @ \$0.00/in

\$0.00

Delivery

Pickup

\$0.00

Cancel

Submit

BIG PRINT JOB.pdf

For large format printing, files should either be submitted as a flattened .PSD or as a .PDF. This will ensure that fonts and embedded images print properly. Most apps will "Save as..." or "Export" as PDF files. When saving from Creative Cloud apps, set the Adobe PDF Preset to "High Quality Print".

Drag your files into the dropzone at the top of the form. You CAN submit multiple files in a single job. Note: DO NOT submit multipage documents—each page should be a separate file.

Files

Drag & drop file here

Attach file

Details

Title

Copies

Pages

Setup

Paper Stock

24-inch roll



Sheet length in inches

I have read the submission instructions. I

Give the job a name and select number of copies.

Estimated cost

Material

24-inch roll @ \$0.00/in

\$0.00

1 copy @ \$0.00 each

\$0.00

Delivery

Pickup

\$0.00

New 3D print

Files

Drag & drop file here

Attach file

Estimated cost

\$0.00

Material

PLA | color: natural

1 copy @ \$0.00 each

\$0.00

\$0.00

\$0.00

Details

Title

Copies

Material

PLA

Pages



Setup

I have read the submission instructions. I

For 3D print jobs, use the [Makerbot Print](#) software to prepare your file. Once the model has been sized and positioned on the build plate, apply print settings and go to "File > Save Project As..." Upload the saved .Print file to the submission.

For laser cutting jobs, save each artboard in Illustrator as a .PDF file before uploading each one individually.

Details

Title

Copies

Pages

Material

Choose your material:

\$0.00

1 copy @ \$0.00 each

\$0.00

Delivery

Pickup

\$0.00

For laser jobs, it is **STRONGLY** recommended that you use the [Adobe Illustrator template](#) for setting up your jobs. Save and submit your jobs as .PDF files.

Setup

Did you use the Laser Template

Choose 'Yes' or 'No'



Did you use the Laser Template

Choose 'Yes' or 'No'

Yes

No

Material

Choose your material:



I have read the submission instructions. I UNDERSTAND that my submission may get rejected if I did not follow these guidelines, and that my GWorld account will be charged for some materials.

Choose 'Yes' or 'No'



Enter your GWID

Cancel

Submit

Pages



Setup

Did you use the Laser Template

Choose 'Yes' or 'No'

Material

Corrugated Cardboard >

I have read the submission instructions. I UNDERSTAND that my submission may get rejected if I did not follow these guidelines, and that my GWorld account will be charged for some materials.

Choose 'Yes' or 'No' >

Enter your GWID

Which class is this job for?

Accounting

For laser jobs, choose your material. If you are interested in working with other materials, contact: corcorantechs@gwu.edu

Material

Corrugated Cardboard
~0.15"/3.8 mm

1-ply chip board
~0.045"/~1.1 mm

2-ply chip board
~0.098"/~2.5 mm

Custom

Enter info in Additional Instructions. You will have to supply non-standard materials. All materials must be approved by David Ross (corcorantechs@gwu.edu).

Did you use the Laser Template

Choose 'Yes' or 'No'



Material

Corrugated Cardboard



I have read the submission instructions. I UNDERSTAND that my submission may get rejected if I did not follow these guidelines, and that my GWorld account will be charged for some materials.

Choose 'Yes' or 'No'



Estimated cost

\$0.00

Material

Corrugated Cardboard

\$0.00

1 copy @ \$0.00 each

\$0.00

Delivery

Pickup

\$0.00

Enter your GWID

Which class is this job for?

Accounting

Charge to

Personal account

Delivery & Instructions

Delivery option

Pickup

For ALL jobs, add your GWID and which class the work is for.

Email: corco
Turn Around
Please allow
Look at anne
Laser Temp
Tips: For ger

UNDERSTAND that my submission may get rejected if I did not follow these guidelines, and that my GWorld account will be charged for some materials.

Choose 'Yes' or 'No' >

Enter your GWID

Accounting

Personal account

The pickup location for all finished jobs is the hallway outside of Flagg B148.

Delivery & Instructions

Delivery option

Pickup

Hallway pickup outside of Flagg B148

Additional instructions

Material Birch	\$10.00
1 copy @ \$10.00 each	\$10.00
Delivery Pickup	\$0.00

Cancel

Submit

3D print

for some materials.

Enter your GWID

Accounting

Charge to

Personal account



Delivery & Instructions

Delivery option

Pickup



Hallway pickup outside of Flagg B148

Additional instructions

1 copy @ \$10.00 each

\$10.00

Delivery

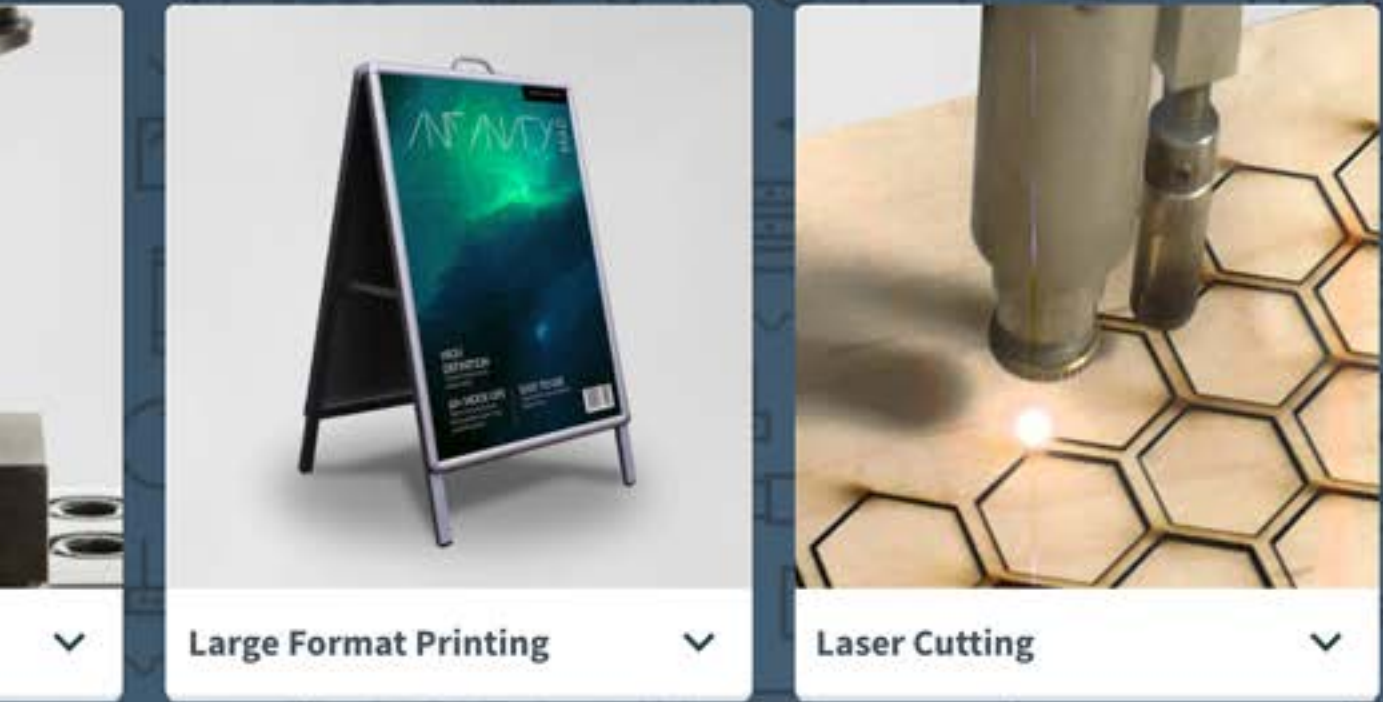
Pickup

\$0.00

Hit submit!

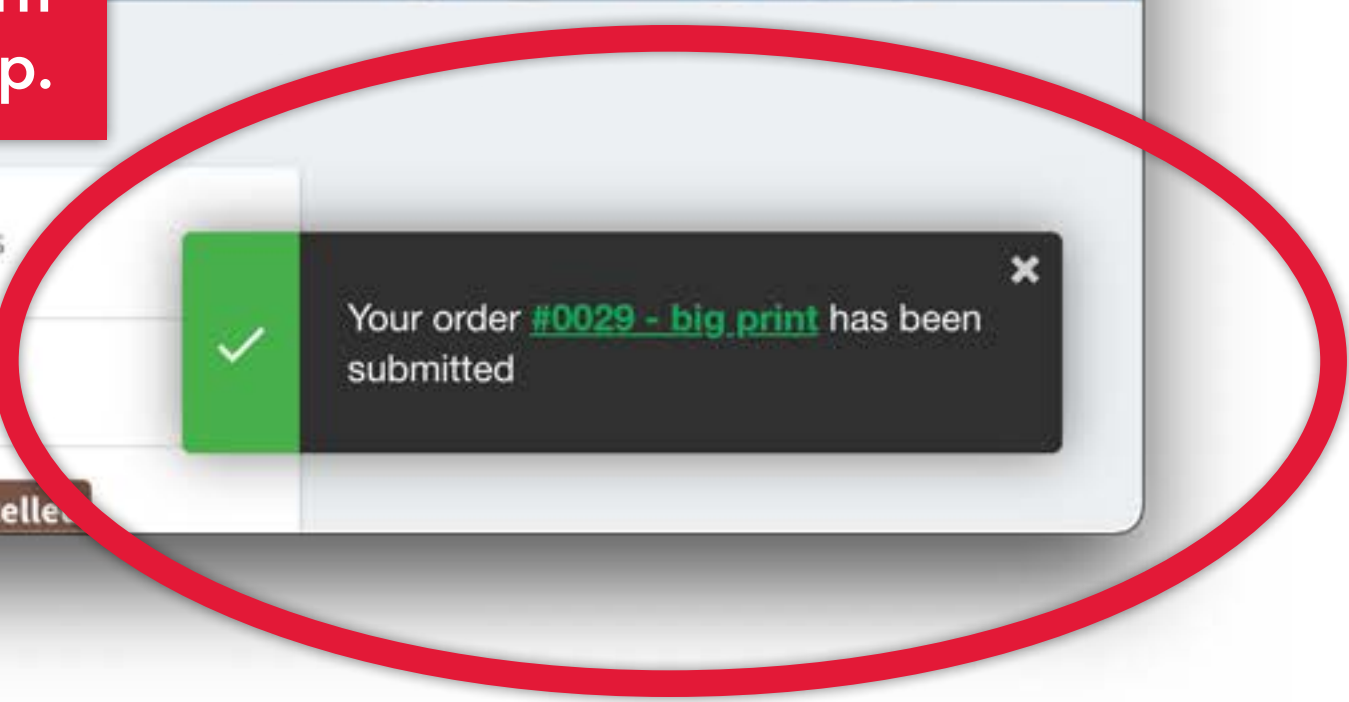
Cancel


Submit



Once your job is submitted, you'll return to the home screen and see this pop-up.

	Cost	Last activity	Status
Printing		October 11, 2021 8:22 AM	New
Printing		September 28, 2021 10:32 AM	Cancelled



Your Corcoran Fab Lab order has been submitted.  Inbox x



no-reply@papercut.gwu.edu
to sptwst ▾

8:22 AM (2 minutes ago) ☆ ↶ ⋮

PaperCut MF[®]

Hi, there!

Your Large Format Printing order with the Corcoran Fab Lab has been submitted. We will do our best to get it back to you within 24 hours. Please allow extra time around busy periods such as mid and end of semester projects.

[View Order](#)

You'll receive an email that looks a little like this...

↶ Reply ↷ Forward

Your Corcoran Fab Lab order has been completed. Inbox x



no-reply@papercut.gwu.edu
to sptwst

8:24 AM (1 minute ago) Star Reply More

PaperCut MF[®]

Hi, there!

Your Large Format Printing order with the Corcoran Fab Lab has been completed. It is available for pickup in the hallway outside B148.

[View Order](#)

... and once the job is done, you'll get an email that looks a little like this. After you get this email...

[Reply](#)

[Forward](#)

Flagg B148!



Shelves with finished jobs.



Large format print submission guidelines:

We accept print files with output sizes from 17" x 23" up to 43" wide x 120" long on Epson Enhanced Matte paper. We deliver jobs as-is:

- + Make sure your document is set up to the desired output size and resolution;
- + We do not print full-bleed;
- + We do not trim finished prints; you'll need to trim finished prints in your studio. You may want to add a bounding box or trim marks.

Files should either be submitted as flattened .PSD, .JPG or as .PDF. Most apps will "Save as..." or "Export" as PDF files. When saving from Creative Cloud apps, set the Adobe PDF Preset to "High Quality Print" If you are submitting a .PSD or .JPG, make sure the image resolution is at least 180ppi.

Laser cutting and engraving submission guidelines:

Use the [Illustrator template](#) for preparing your file, then **save as .PDF** and upload your finished work via the submission form. Be sure to indicate which material you wish to cut/engrave. If there is type/text in your artwork, convert the type to outlines, to ensure the correct font.

3D printing submission guidelines:

Use the [Makerbot Print software](#) to prepare your file. Arrange, size and apply print settings to your .STL file(s) on the build plate; Then go to "File > Save Project As..." and upload the saved .PRINT file via the submission form. **DO NOT use Makerbot Cloudprint!**



Note: we make our best effort to turn around jobs within 24 hours; however, during busy periods there may be delays. Jobs will be run on a first-come, first-served basis.

A photograph of a museum gallery with classical columns and a central display of a large shell and other artifacts. The image is overlaid with a teal color filter. The text "Wireless Presentation at Flagg" is centered in white.

Wireless Presentation at Flagg

Wireless presentation allows laptops and mobile devices to stream to room A/V. In January 2023 upgraded to **AirMedia** in many teaching spaces in Flagg:

B103 (MAC lab)

B152 (painting studio)

B154 (painting studio)

B156 (mixed-use studio)

140 (design studio)

212 (design studio)

215 (design studio)

216 (design studio)

217 (design studio)

218 (design studio)

219 (design studio)

220 (physical computing lab)

222 (academic space)

You will need the AirMedia app installed on your device. Full instructions for downloading and using the app can be found at:

<https://acadtech.gwu.edu/wireless-presentation-0>

Step 1: Download the Application

If you have previously connected to the system, you don't need to download the application again. You can skip to Step 2.

To download application for your computer visit the Crestron download site and choose your operating system installer.

Note: The deployable application is recommended.

[Download AirMedia Application For Your Computer](#)

To download AirMedia for your mobile device please visit the Apple or Google Play Store.

[Crestron AirMedia for Android](#)

[Crestron AirMedia for iOS \(iPhone/iPad\)](#)

The download links are here. This example shows installation for the MAC application, but PC and mobile aren't dramatically different.

Step 2: Connect Your Device

Laptop

Do you want to deploy the AirMedia app enterprise-wide?

Download the free AirMedia enterprise PC application for Windows or Mac OS® below. You can use it to silently deploy the AirMedia app to personal computers across the enterprise. This ensures that everyone in your organization is ready and able to connect to any approved AirMedia device with just a single mouse click.

File	Version	Release Date	Type
AirMedia® Presentation Gateway - Security Reference Guide	7693AE	2022-05-31	PDF
AirMedia® Presentation Gateway - Security Reference Guide			
Windows Deployable Application	5.7.1.53	2022-11-01	Windows Installer
macOS Deployable Application	4.1.14	2022-08-04	macOS Installer
Windows Guest Application	5.7.1.53	2022-11-01	Windows Portable Application
macOS Guest Application	4.1.14	2022-08-05	macOS Portable Application
AirMedia Peripheral Installer	1.2.0.53	2022-11-01	AirMedia Drivers for Windows

For computers: IT recommends downloading the 'Deployable Application' not the 'Guest Application'.



Crestron AirMedia

Follow the installer instructions; once installed, launch Crestron AirMedia.

Turn on video...



DISPLAY

ON	OFF
----	-----

VOL ▲	PC
VOL ▼	LAPTOP

Set to laptop...



Extron

You should see this screen...



Information Technology

12:12 PM

January 25, 2023

Flagg 218

FIRST TIME USER?

- Visit go.gwu.edu/WirelessPres to download the application for your laptop or mobile device
- Type the URL into your browser to download the laptop application.

ALREADY HAVE THE APP?

Enter the IP address in the **URL** or **Search** fields.
You may also be able to find it in **Recents**

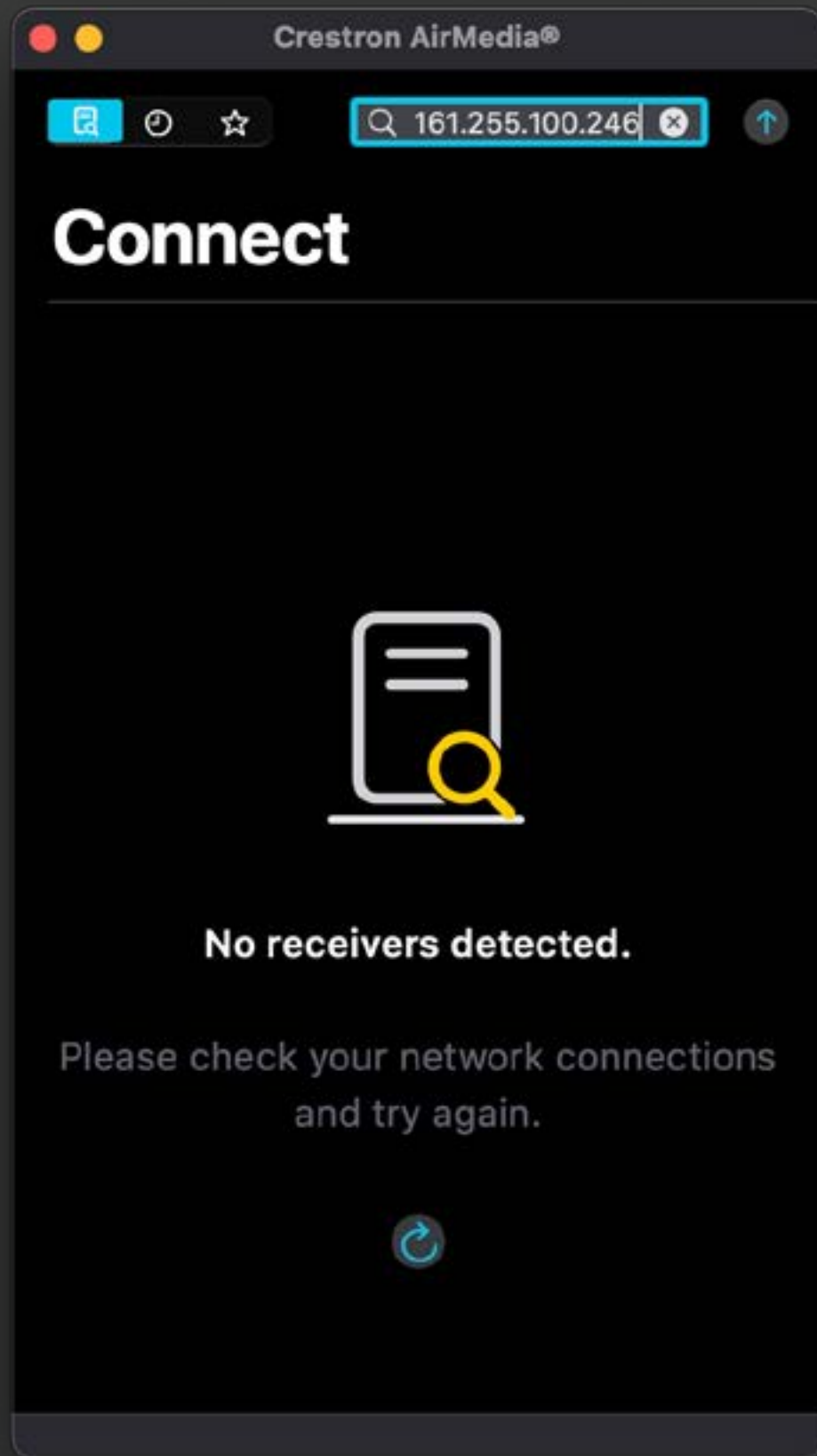
FOR ASSISTANCE

Dial **0** on the classroom telephone

☎ 202-994-7900

Present Wireless
To present visit:
161.253.100.246

... and you care about this string of numbers.



That string of numbers on the big screen? Type into the AirMedia app.



Technology

12:13 PM

January 25, 2023

Flagg 218

FIRST TIME USER?

- Visit go.gwu.edu/WirelessPres to download the application for your laptop or mobile device
- Type the URL into your browser to download the laptop application.

Present Wireless
To present visit:
161.253.100.246

Code: 8750

ALREADY HAVE THE APP?

Enter the IP address in the **URL** or **Search** fields.
You may also be able to find it in **Recents**

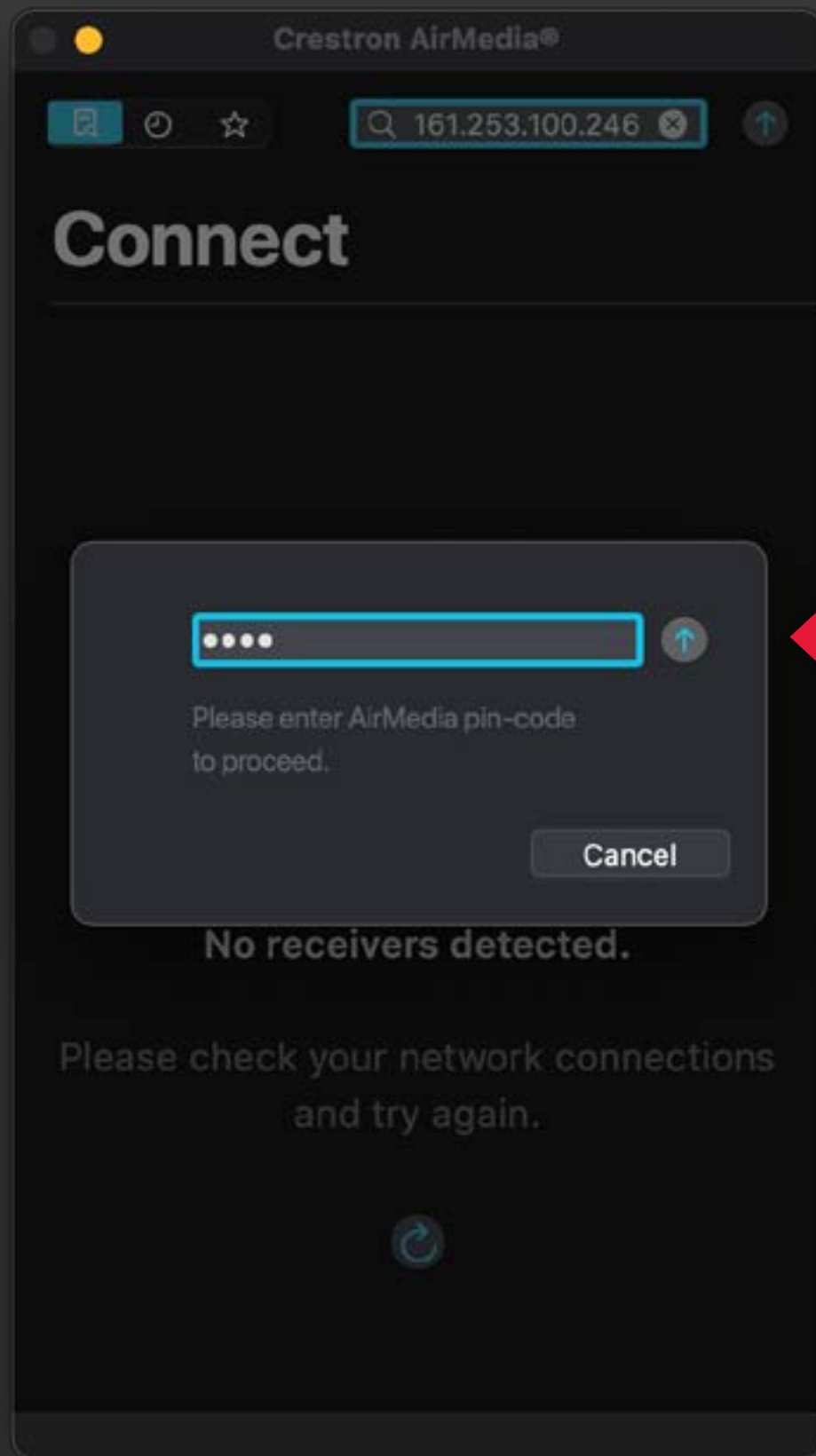
FOR ASSISTANCE

Dial **0** on the classroom telephone

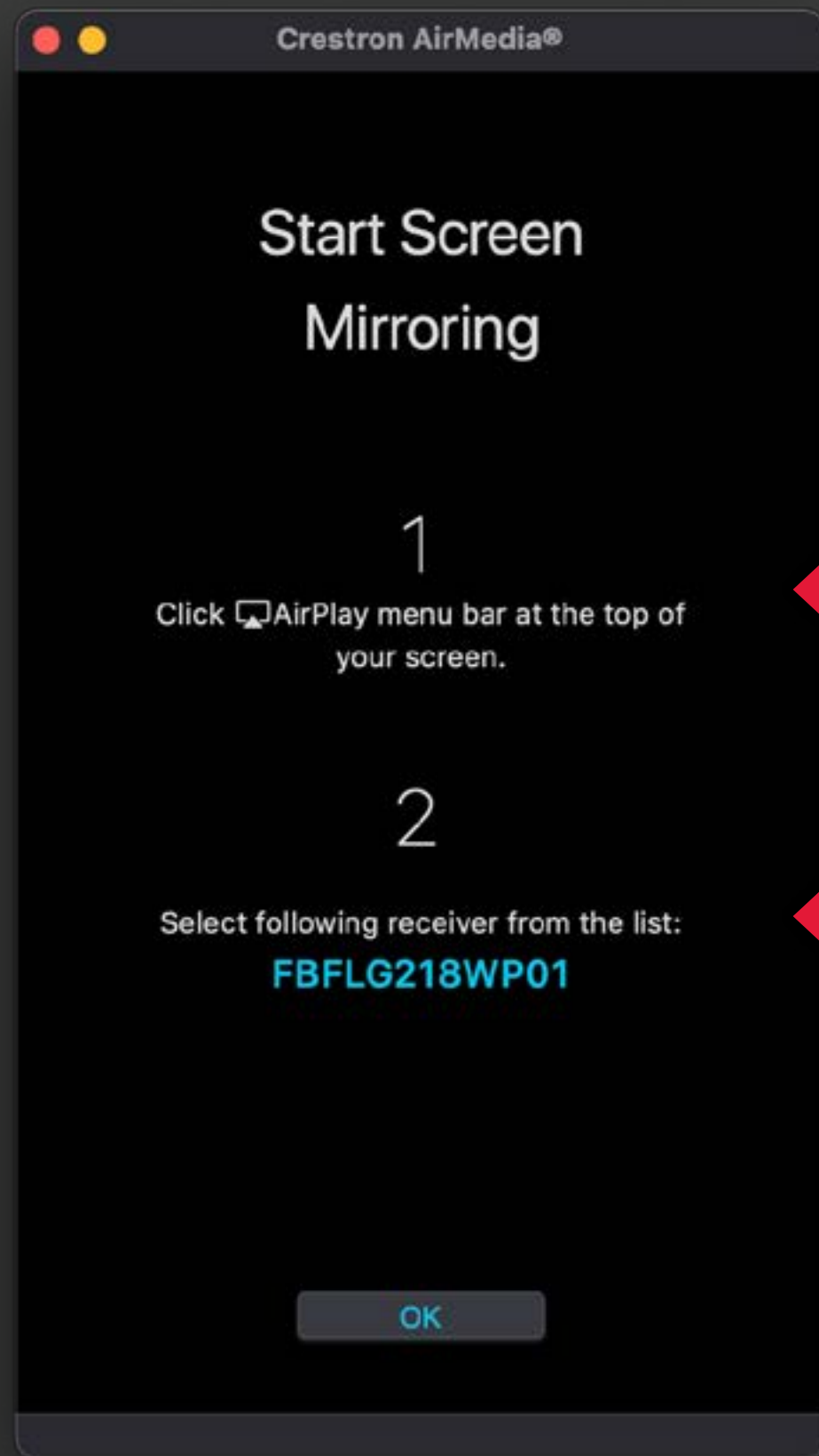
☎ 202-994-7900



On the screen you'll see a code...



... and your computer should be asking you for a code...



BTW, this is on a MAC... PC might be a little different. Also, on newer MAC OS, you'll look for 'Display' in the system preferences...

... and then select this...

Screen Mirroring


Mirror or extend to:

- FBFLG218WP01

Display Settings...

Creston AirMedia®

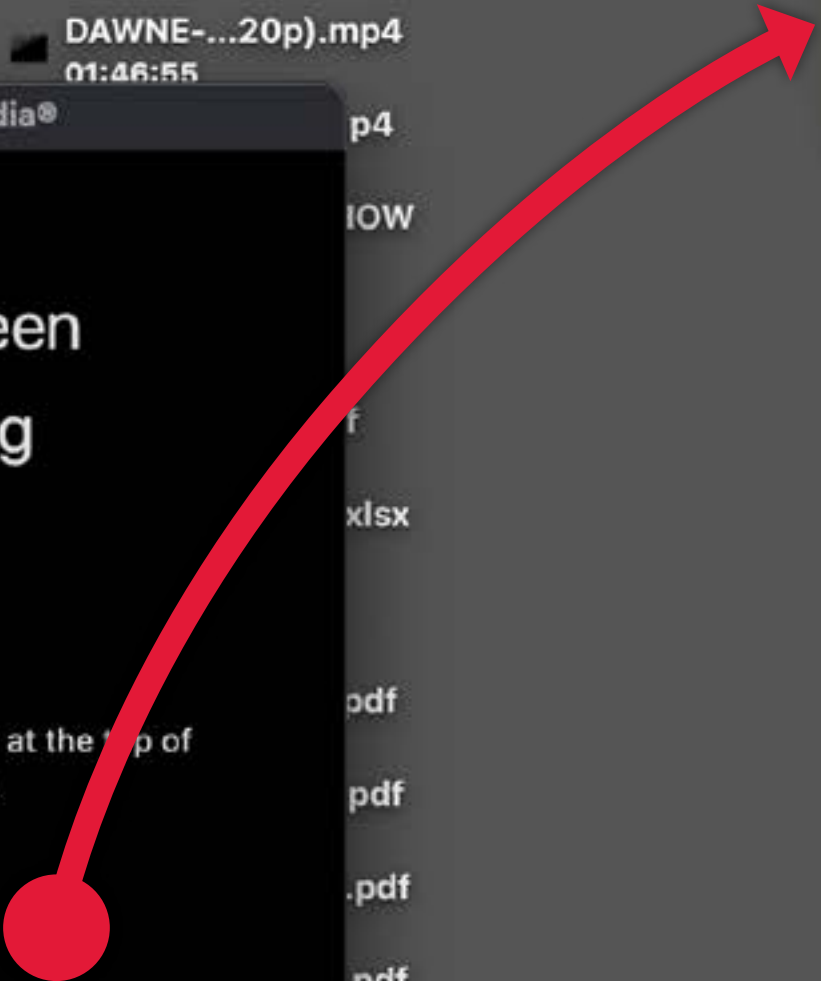
Start Screen Mirroring

1
Click  AirPlay menu bar at the top of your screen.

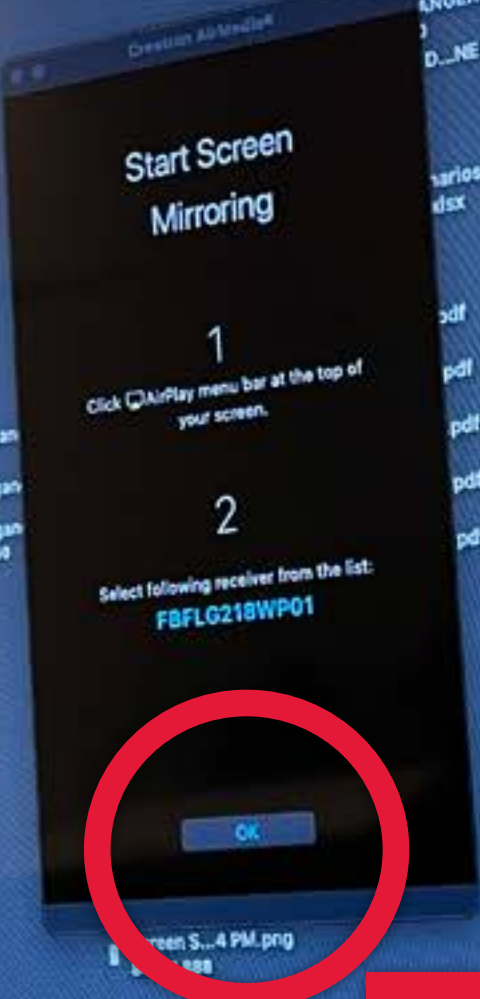
2

Select following receiver from the list:
FBFLG218WP01

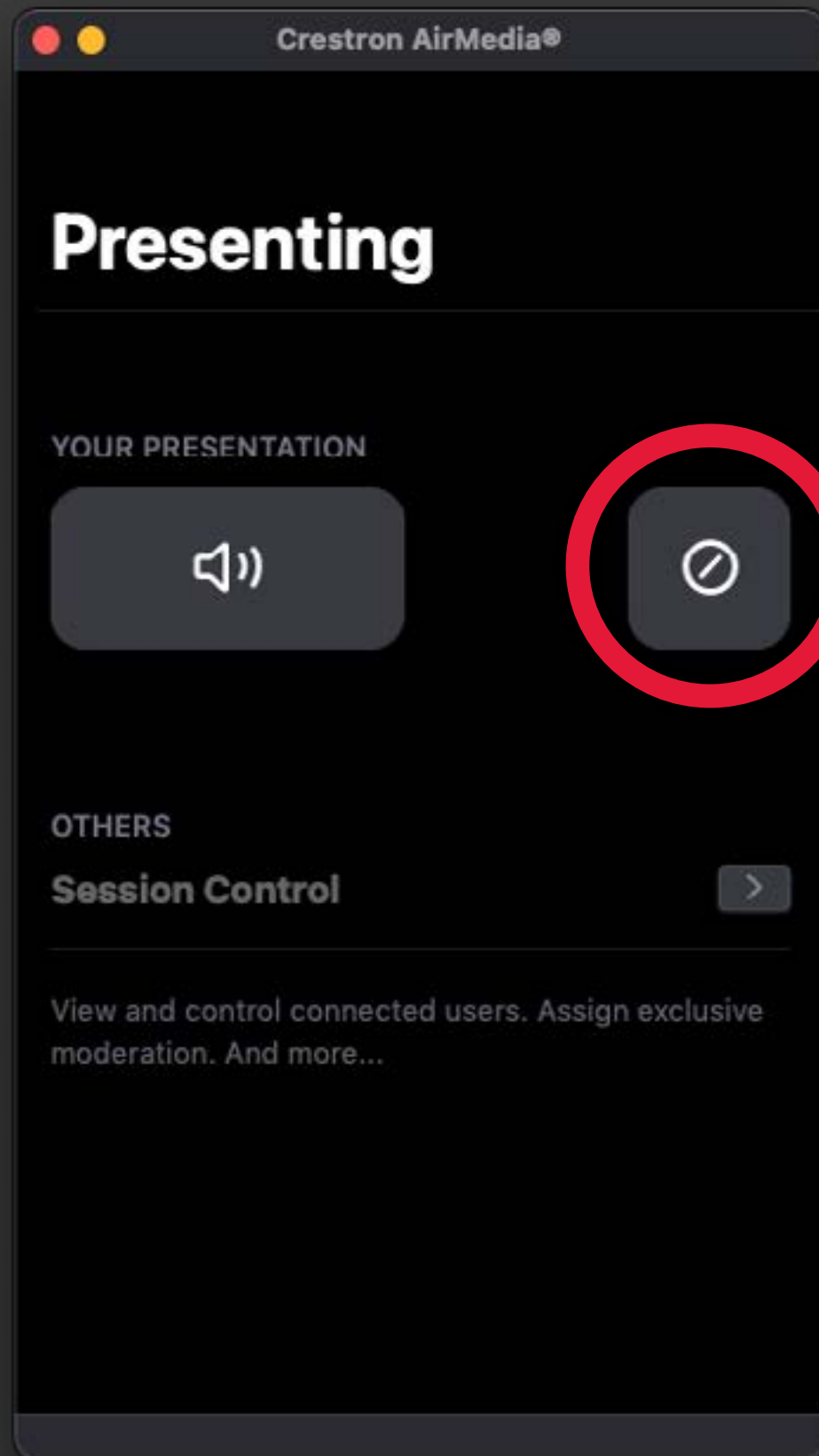
OK



Once you see this on the big screen you are mirroring!



Hit 'OK' to dismiss this dialog.



When you are finished presenting, disconnect here.

Hybrid Teaching



For help and training with Blackboard, Echo 360 and more, go to: <https://library.gwu.edu/instructional-technology-support>



Course Design & Teaching

Course Reserves

Find A Librarian

Instructional Technology Support

Blackboard

Blackboard Ally

Blackboard Collaborate Ultra

Instructional Technology Support

The Instructional Technology Lab (ITL) team offers guidance and technical support to faculty using instructional technology. We can partner with you to understand your goals and help you choose from a variety of tools to help facilitate learning. The ITL also helps answer individual questions about specific tools. Learn more about the instructional technology tools we support by browsing frequently asked questions and how-to documentation.

Instructional Technologies supported by the Instructional Technology Lab

If you are experiencing emergency issues with classroom technology (AV, web conferencing, computer) while class is in session, call:
202-994-7900

In 2020, additional gear was installed in most (not all) teaching spaces.

Lots of useful info here:

<https://acadtech.gwu.edu/conferencing>

This gear will allow the recording of classroom discussions in addition to lectures, as well as open the possibility of remote guest speakers.

But there are lots of different teaching spaces (especially within Corcoran) so there is no one-size-fits-all solution, and not all spaces have complete solutions.

Learning that Extends Beyond the Classroom

GW IT supported classrooms are equipped with a classroom computer, microphone, web camera, speakers and display that allow for web conferencing and [lecture capture](#). A limited number of classrooms include a camera that captures the views of both the instructor and students to the remote audience. Other classrooms can display whiteboard images to in-person and virtual audiences.

Find out What's in Your Classroom

How to use Web Conferencing

Web conferencing is used to connect with a remote audience using a third-party application and that both participants use the same application (e.g., WebEx, Zoom, Blackboard Collaborate).

Please visit our Web Conferencing Comparison Chart below to learn more about web conferencing options.

Web Conferencing Comparison

Step-by-Step Classroom Technology Guides

[Classroom Instructions for HoverCam8+ Used with Podium or Cart Computer](#)

[Classroom Instructions for Integrated Microphone & Camera Used with Podium or Cart Computer](#)

[Classroom Instructions For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer](#)

Training

GW IT understands the importance of utilizing technology effectively in the classroom to enrich the teaching and learning experience. We provide on-site

Links to a searchable database that lists classrooms, their gear and instructions.

Learning that Extends Beyond the Classroom

GW IT supported classrooms are equipped with a classroom computer, microphone, web camera, speakers and display that allow for web conferencing and [lecture capture](#). A limited number of classrooms include a second camera to provide views of both the instructor and students to the remote audience. Other classrooms can display whiteboard images to in-person and virtual audiences.

Find out What's in Your Classroom

How to use Web Conferencing

Web conferencing is used to connect with a remote audience using a third-party application. Web conferencing tools require only an Internet connection and that both participants use the same application (e.g., WebEx, Zoom, Blackboard Collaborate)

Please visit our Web Conferencing Comparison Chart below to learn more about web conferencing applications available to instructors and students.

Web Conferencing Comparison Chart

Step-by-Step Classroom Technology Guides

[Classroom Instructions for HoverCam8+ Used with Podium or Cart Computer](#)

[Classroom Instructions for Integrated Microphone & Camera Used with Podium or Cart Computer](#)

[Classroom Instructions For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer](#)

Training

GW IT understands the importance of utilizing technology effectively in the classroom to enrich the teaching and learning experience. We provide on-site classroom technology group training or one-on-one sessions for instructors who would like assistance with their technology needs.

Training sessions include:

- How to utilize the hardware in the classroom, including projector/display monitor, camera, microphone, classroom computer, laptop connection.
- How to access applications from the classroom computer such as PowerPoint and web conferencing.

What are the software options?

This chart compares the functions of the web conferencing tools available to the GW community.

	Blackboard Collaborate	WebEx	Zoom	MS Teams	Google Meet
Goto	Blackboard Collaborate	Webex Meetings Webex	Zoom	MS Teams	Google Meet
Common Use Cases					
	Teaching Sessions, Share Lectures, Classroom Breakout Sessions	Team meetings, Live Events for internal and external contacts, and other Many-to-Many needs, unified external/internal phone client	Teaching Sessions, Team meetings, Live Events and other Many-to-Many needs	Team meetings, Team chat, Casual Audio-Video Chat	Casual Audio-Video Chat
Calling Internally to University		✓		✓	
Calling Outside University		✓			

Please visit our Web Conferencing Comparison Chart below to learn more about web conferencing applications available to instructors and students.

[Web Conferencing Comparison Chart](#)

Step-by-Step Classroom Technology Guides

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Training sessions include:

- How to utilize the hardware in the classroom, including projector/display monitor, camera, microphone, classroom computer, laptop connection.
- How to access applications from the classroom computer such as PowerPoint and web conferencing.
- How to request assistance during a class session.

If you want to learn more about what will be in your specific classrooms, please visit our [Classroom Search](#).

[Schedule One on One Training](#)

Please be patient as we experience a high volume of tickets related to the start of the semester. Requests received before July 19, 2023, will be scheduled before classes start. Requests after that date will be scheduled as time permits.

Guides for specific conferencing hardware.

Step-by-Step Classroom Technology Guides

[Classroom Instructions for HoverCam8+ Used with Podium or Cart Computer](#)

[Classroom Instructions for Integrated Microphone & Camera Used with Podium or Cart Computer](#)

[Classroom Instructions For Logitech Meetup Soundbar & Camera Used with Podium or Cart Computer](#)

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- How to utilize the hardware in the classroom, including projector/display monitor, camera, microphone
- How to access applications from the classroom computer such as PowerPoint and web conferencing
- How to request assistance during a class session.

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Schedule One on One Training

Please be patient as we experience a high volume of tickets related to the start of the semester. Requests received before July 19, 2023, will be scheduled before classes start. Requests after that date will be scheduled as time permits.

Support

GW IT provides technical support for classrooms. Submit an incident using our [classroom support form](#), or for all the ways to contact GW IT and a listing of our business hours, visit our [support page](#). **If you are experiencing issues with classroom technology while class is in session, call 202-994-7900 for support.**

Training can be scheduled!

**Most common gear is the
Logitech Meetup camera.**



A mobile workstation setup in a room. The workstation consists of a black adjustable cart with a white desk top. On the desk is a black monitor on a swivel stand, a keyboard, and a mouse. Below the desk is a black tray holding the keyboard and mouse. The cart has four casters. To the right of the cart is a black tripod with a camera mounted on top. The camera is a wide-angle lens, possibly a fisheye or similar. The background is a white wall with a white door on the left. The door has a small window and a vent. There is a light switch and an electrical outlet on the wall. The floor is a grey concrete floor.

For spaces that don't have lecterns, there's a computer on a cart.



For studios that have things going on all over the place, wheels on the tripods.



**HAL 9000 is watching you.
Camera is on when computer is on.**

If you need to reposition camera for crits/demos/etc, there's plenty of extra cable velcro'd to the tripod.

Extra cable for camera.

Extra cable for expansion mic.





All of the meetups have an expansion mic. If students towards the back of the room are inaudible, undo the velcro, place the mic towards the back of the room, and tap the top of it to activate. (You probably won't need it.)



And there's a remote for controlling the camera!



Other user

User name

Password →

Sign in to: EAD

How do I sign in to another domain?



DELL

Use GW UserID.

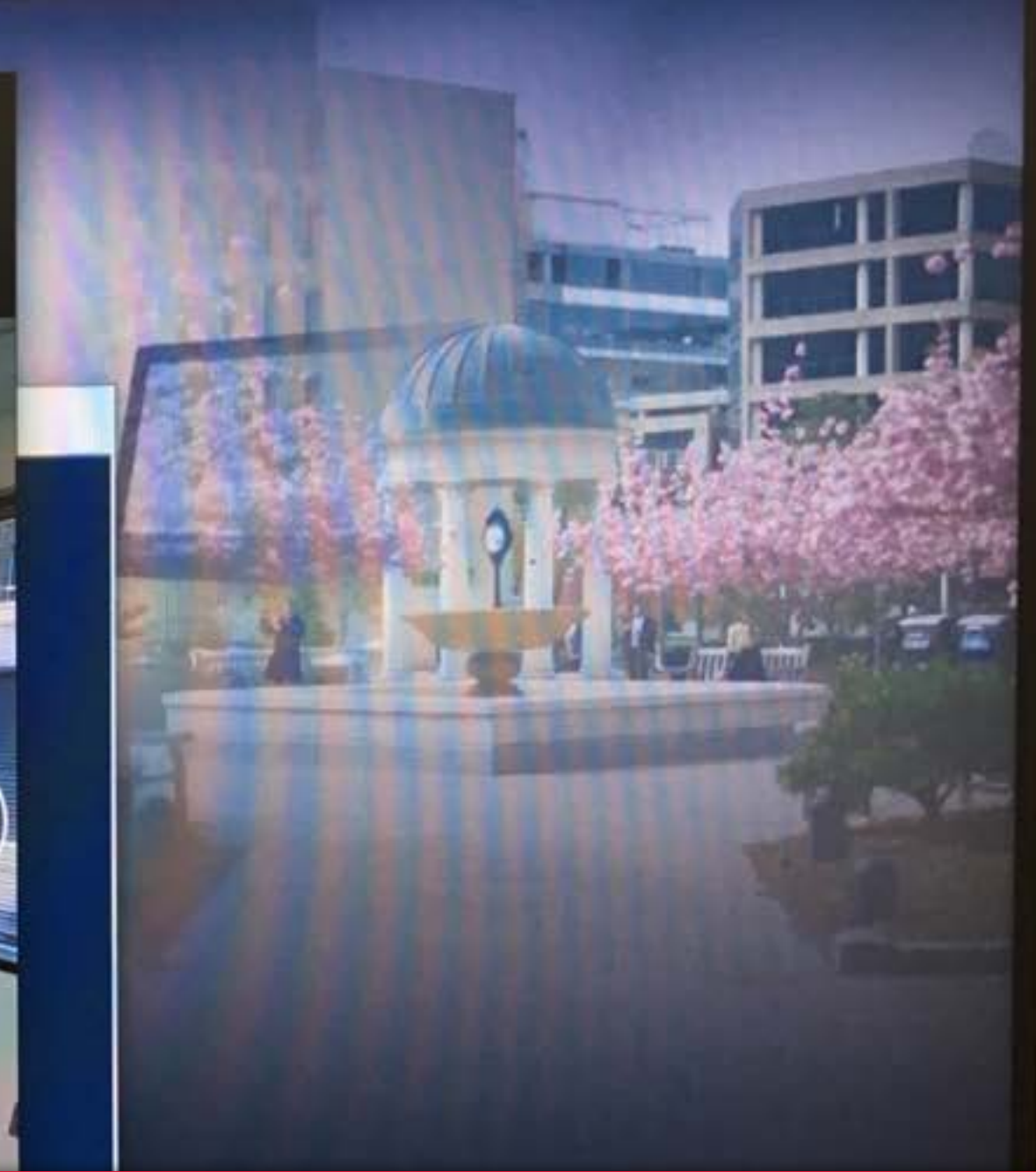


Other user

Note: some machines don't have Ethernet connections; before you log in, you'll need to connect to the wireless network, using your NetID.



The Meetup should be the default camera in any conferencing app you use.



If not, check the video source in the app you are using...

... for example in Zoom.

Select a Camera (⇧⌘N to switch)

FaceTime HD Camera (Built-in)

✓ Logitech MeetUp

On Virtual Background

Choose Video Filter...

Video Settings...

James



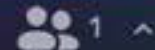
Mute



Stop Video



Security



Participants 1



Chat



Share Screen



Record



Raise Hand

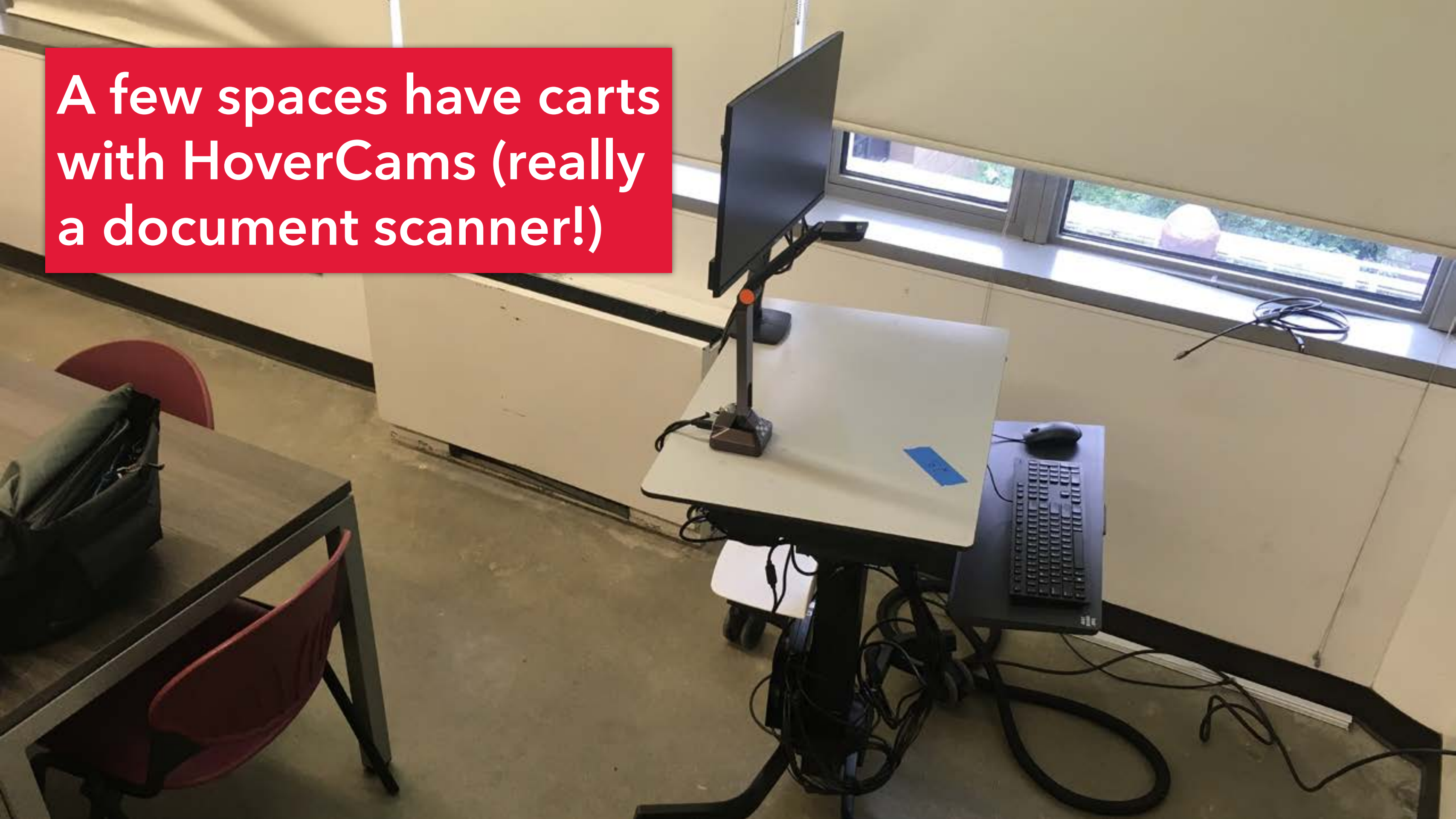


Live Transcript



Breakout Rooms

A few spaces have carts with HoverCams (really a document scanner!)





Normally like this
to scan docs...



... but you can flip the camera up and around to capture...

... humans!

Select a Camera
✓ HoverCam Solo8+
Choose Virtual Background...
Choose Video Filter...
Video Settings...

James

Join Audio Stop Video Security Participants Chat Share Screen Record Live Transcript More End

Type here to search

12:45 PM
8/17/2021

DELL



mic

camera

mic

Lastly, for some of the larger spaces, there will be a camera at the back of the room, with mics hanging from the ceiling. (ex: Flagg 100, Smith 114)

GENERAL HELP!

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