# Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 29</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Monday, August 29 – Tuesday, September 6</td>
<td>Add/Drop and Waitlist activity for Fall 2016 and Spring 2017 courses</td>
</tr>
<tr>
<td>(Spring 2017 Add/Drop online continues through Mon., Jan. 23, 2017)</td>
<td></td>
</tr>
<tr>
<td>Monday, September 5</td>
<td>Labor Day holiday: No classes meet</td>
</tr>
</tbody>
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## What’s New at Georgetown Law?

- [Best Practices for Course Design and Management](#)
- [Adjunct Faculty Virtual Office](#)
- [Canvas Support Hotline and Live Chat](#)

## Has Your Address Changed?

Help us to keep our information current. Please send your address changes to [Kara Passmore](mailto:kara.passmore@georgetown.edu).

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## Upcoming Events and Deadlines

- Request for Fall 2016 Syllabi
- Fall 2016 Grading Deadlines
- Email Migration and Training
- Canvas Training Sessions

## Preparing to Teach

- How Your Students Should Contact You
- Office Space
- Class Rosters, Photo Rosters, and Waitlists
- Recording of Classes
- HOYAlert: Emergency Notification System
- LiveSafe Mobile App: Another Emergency Management Tool
Upcoming Events and Deadlines

Request for Fall 2016 Syllabi

If you have not already done so, please send a copy of your Fall 2016 syllabus to Kara Passmore by Friday, September 2. If you are teaching a bookend or mini-course that starts later in the semester, please send a copy of your syllabus once it is final.

Fall 2016 Grading Deadlines

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Mini-Courses Grades Due</td>
<td>Monday, November 14, 2016 by 5:00 p.m.</td>
</tr>
<tr>
<td>All Students Grades Due</td>
<td>Friday, January 13, 2017 by NOON</td>
</tr>
<tr>
<td>Paper Extension Grades Due</td>
<td>Monday, February 27, 2017 by 5:00 p.m.</td>
</tr>
</tbody>
</table>

Email Migration and Training Sessions

The Law Center will be migrating email for adjunct faculty from Microsoft Exchange to Gmail on September 28, 2016. You will now be supplied with a fully functional NetID@georgetown.edu email account. With this migration, you may choose to set up your Georgetown Law email account in Gmail so that you have a fully functioning inbox or you may continue to have your Georgetown Law email solely forwarded to your other personal or work account. All faculty can access their GAE accounts by visiting http://apps.georgetown.edu. If you have forgotten your NetID password, you can reset it by visiting the Georgetown University Password Portal. You may also contact the Law Center Service Desk with any questions related to the Gmail Migration.

Note: If you are currently forwarding your Georgetown Law address to a personal or work address, this forwarding rule will NOT be preserved during the migration. If you wish to continue forwarding your email after September 28, you will need to set up forwarding: Instructions for forwarding Gmail messages to another account, or removing forwardings.

You may want to view the IST Gmail Migration site for more information. There you will find announcements, instructions for pre- and post-migration as well as a Quick Start Guide and faculty and staff FAQs. IST will be offering two special in-person training sessions for adjunct faculty on September 27, 1:00-2:00 p.m. and September 30, 1:00-2:00 p.m. (McDonough 109) where IST will provide Gmail information.

Canvas Training Sessions

As of the Spring 2016 semester, Courseware has been replaced with Canvas as a Learning Management System (LMS). Canvas will become the sole LMS in the near future. IST is working to develop Canvas to be the single portal for all of our systems, including course evaluations.

IST will offer training sessions on Canvas throughout the year and is currently in the process of scheduling events for the month of September. Generally, there will be one Canvas 101 session per month, providing an overview of setting up and running a course website in Canvas, and one advanced or best practices session every other month.

Visit the IST Training Sessions website for the latest information and to RSVP.

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Preparing to Teach

How Your Students Should Contact You

Please announce in class and in your syllabus instructions for how students may contact you or meet with you throughout the semester.

Office Space

We have an adjunct faculty lounge for you to use to prepare for class that does not require a reservation. We also have two offices available by reservation. To reserve an office, contact Anne Nelson, Office Manager.

Class Rosters, Photo Rosters, and Waitlists

MyAccess is the University system that provides online faculty services, including your class roster and a list of your students’ email addresses. You can also use MyAccess to view your waitlist, to view your class schedule, and to register your emergency contact information for notification by the HOYAlert system (see more information at right). In addition, all faculty members submit their grades to the Registrar’s Office via MyAccess.

See instructions for obtaining your roster and email list through MyAccess, as well as options to view a photo roster, here.

Please note that your class roster may change throughout the add/drop period, which ends on September 6. You may also see a few changes on September 7 or 8 as students adjust their schedules after the final waitlist lotteries.

Recording of Classes

In your syllabus, note whether you allow your class sessions to be recorded by the Law Center and your preference for how students may request access to the recordings. The Law Center’s policy for audio-recording classes is available here. The default setting for Clinics, Externship seminars, and Practicum courses is “do not record.” For all other courses, the default is to record all sessions and release to students under the limited circumstances outlined in the policy.

There are two ways courses may be recorded: Echo 360 video-recording or conventional audio-recording. If you choose to use Echo 360, IST will program all of your class sessions to be captured, and your students will be able to view them without prior permission through the end of the exam period. Among educators, there is a growing preference for using class capture and making the videos available freely to students so that they can review and study for their exams. We encourage you to use the Echo 360 system.

If you do not choose Echo 360 video-recording, your courses will be audio-recorded unless you tell us that you do not want any audio-recordings made.

When audio-recording is required by law, as a reasonable accommodation for students with disabilities, the Law Center will audio-record, even without faculty permission but with prior notice to the faculty member.

Anne Nelson recently emailed all Fall 2016 J.D. adjunct faculty to request your recording preference. If you did not receive the email from Anne, please contact her.

HOYAlert: Emergency Notification System

We encourage you to enroll yourself in Georgetown University’s emergency notification system, HOYAlert. HOYAlert provides notifications by text message, e-mail and telephone in the event of a campus emergency or closure/class cancellation and/or delay as a result of inclement weather (see the Inclement Weather Policy).

To enroll in HOYAlert, log in to Employee Services in MyAccess with your NetID and NetID password and click on HOYAlert (Emergency Notification System). If you do not have or recall your NetID password, please contact Georgetown Law’s IST Service Desk at (202) 662-9284 or lawhelp@georgetown.edu.

LiveSafe Mobile App: Another Emergency Management Tool

Georgetown Law also subscribes to LiveSafe. With this app on your phone, you can have live, two-way interaction with Public Safety. You can download the LiveSafe app here. For questions about this app, please contact the Office of Public Safety at (202) 662-9325.
What’s New at Georgetown Law?

Memorandum on Best Practices for Course Design and Management

A new memorandum on Best Practices for Course Design and Management contains guidance on drafting course syllabi, selecting course materials, and related teaching issues that will be helpful for both new and experienced teachers. We are requiring all faculty to review this memorandum. It also replaces the Handbook for Adjunct and Visiting Faculty and will be updated throughout the academic year. This memorandum is available in the Teaching Resources section of the Adjunct Faculty Virtual Office.

Redesigned Adjunct Faculty Virtual Office

We are excited to share that we redesigned the Adjunct Faculty Virtual Office. The new Virtual Office contains a lot of information that was previously provided in the Handbook for Adjunct and Visiting Faculty. We hope the organized, online format will allow you to easily access the information that is most relevant to you. Using the links on the left side of the webpage, you can navigate to sections related to Getting Started, Preparing to Teach, Information Regarding Your Students, Teaching Resources, Technology Support, News and Events, Law Center Resources, and General Information.

Canvas Support Hotline and Live Chat

If you have not visited the Canvas Support website lately, we recommend that you take a look. Mark Wiest, Manager of Academic Technologies for IST, has put together a robust list of the resources available to help you work on your Canvas course website. In addition to the training guides and support provided by our own IST staff, Instructure (the company that makes Canvas) has a 24-hour Canvas Support Hotline for immediate assistance at 1-855-338-2770. We also recommend the Canvas Support Chat feature, where you can type back and forth with a live representative to get answers to your Canvas questions. After your chat, you will receive a transcript of the conversation by email for your records.

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