Instructional Continuity

For the Faculty and Staff of Georgetown University Law Center

Spring 2020

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What is Instructional Continuity?

Instructional Continuity (IC) at the Law Center addresses the challenges of continuing classes and coursework without the ability to meet face-to-face using pre-planning and available Georgetown Technology resources.

When should I employ IC?

- Inclement Weather ([Georgetown Law Inclement Weather site](#))
- Campus closure
- Absence of a student or/students due to extenuating circumstances
- Travel by faculty or faculty unable to attend class in person

Instructional Continuity will be in effect in an official manner when communicated by Law Center administration via email and text—

However, a faculty member may choose to use IC tools at any time on their own for the reasons listed above or others

Q: What should I do first?
A: Plan

Establish a mode of communication with students and administrative staff for use in case of emergency

- Email (Georgetown Gmail)

  All Georgetown students and faculty have assigned Georgetown Gmail Accounts

- Canvas Learning management System (using the Announcements tool)

  Announcements from Canvas are automatically sent to the Georgetown email address of all individuals enrolled in the course, including administrative staff

Q: What should I do first?
A: Plan

Think about how you would continue class in the event of a disruption, or allow for an alternative to standard in class instruction

- Zoom Video Conferencing
- Panopto Lecture Recording
- Canvas Learning management system

Become Familiar with IC Tools: ZOOM 📹

- Zoom is a video conferencing tool that allows users to speak with others in different locations by streaming audio and video.

- Zoom can be used on most devices, including [mobile devices](#)

- All Georgetown affiliated individuals with a NetID can claim their Zoom account

*When possible, it is recommended that users visit https://georgetown.zoom.us/ well in advance of a possible IC need to download Zoom and get started

Alternate Use case: Using Zoom in a classroom

Zoom is installed on every classroom PC at the Law Center. Each room has a designated Zoom account.

After turning the room system on, faculty (or students/administrative staff) can:

- Start an Instant meeting *and*
- Invite participants adhoc

Please consult IST if you have questions about your use case

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Zoom Classroom Meeting IDs

- You should always use your classroom's meeting ID to Zoom with your class, even if you are not meeting in your classroom.
  - This will insure that the session records and uploads correctly.
- You should only use Zoom to meet with your class during your normally scheduled class time.
- [Zoom classroom meeting IDs can be found here.](#)

Become Familiar with IC Tools: Google Hangouts Chat

- Hangouts Chat allows users to chat either via direct message or in Rooms
- Rooms allow for threaded conversations to separate communications by topic
- Users can video chat as an alternative to Zoom when communicating 1-on-1

Hangouts Chat can be accessed through a web browser or it can be installed as a desktop application.

Become Familiar with IC Tools: Panopto

Panopto is an asynchronous lecture-capture solution, but also a powerful video sharing tool.

- Georgetown Law records all regularly scheduled classes (with some exceptions)
    - Recordings can be viewed in Canvas or via the [Panopto@Georgetown website](#)
- Panopto can be supplemented for live in class instruction (students can view lectures if unable to attend class)
- Faculty (or IST) [can upload recordings in to Panopto](#) and they can be displayed along with regular lectures
    - Zoom recordings
    - Recordings from mobile or other devices

Become Familiar with IC Tools: Canvas

- Close to 90% of faculty at Georgetown Law are currently using Canvas
  If you have never used Canvas, you still have a Canvas course site
- IST provides full support for Canvas including support documentation and training

Keys:

- *Think of Canvas as PART of your course, not a supplementary piece*
- *Imagine trying to run your entire class through email in the case of IC*

Become Familiar with IC Tools: Canvas

IC Uses:

- Send Class Announcements
- Collect Assignments, Quizzes and feedback online (Discussions)
- Grade and give feedback
- View important course files and links in one location
- View class recordings

Helpful Canvas links:

- Canvas@Georgetown
  - Log in to Canvas
  - Canvas FAQs
  - Enroll in Faculty Canvas training site
- Law Center Canvas training site
- 24 Hour Help in Canvas (chat and hotline)

How do I get IC help?

Let IST know you might require IC assistance in advance (DON'T WAIT)

- Fill out the Instructional Continuity form
    - Lets IST know you need help and a ticket is assigned for tracking
    - Lets IST know what you need help with
    - Technician will be assigned to help you
- In a pinch, email lawhelp@Georgetown.edu for assistance however it may take longer to diagnose your needs without the form

Please email any questions to
Lawhelp@Georgetown.edu