
Spring 2021 Faculty use of technology inside and outside the classroom

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Adjunct Professors:

I'd like to welcome you to another semester at Georgetown Law and provide you with some relevant information with regards to your use of technology inside and outside the classroom. *This email is a follow up to the email that you received on November 27 or 28 from the Office of Academic Affairs that outlined targeted information about technology and resources for online teaching for Spring faculty.* This email is a reminder of the academic technologies and resources for you to use in teaching this Spring. Additionally, we request that you complete the Faculty Recording Choice Form noted below. Since there's a lot of information in this email, we plan to link this Memo to the [faculty IST page](#) and [faculty virtual office](#) for your future reference.

Preparing to Teach: Information About Other Supported Technologies

Learning Management System (Canvas)- Please view the [Canvas Spring 2021 Faculty Announcement](#) which was sent on December 3 for information about Canvas, the official Learning Management System at Georgetown Law.

Lecture Recording (Panopto)-

Faculty Recording Choice Form: *This is a reminder that you need to complete this form by 5pm on January 8 if you wish to withhold lecture recordings from students*

Faculty must submit this form (by choosing Option 2) if they plan to withhold lecture recordings from students. The Associate Dean for Academic Affairs has urged the faculty not to opt for Option 2 this semester. Many students are likely to miss classes due to the pandemic, and we would like to make Panopto recordings as accessible as possible. Faculty who, notwithstanding our recommendation against it, choose Option 2 must be involved in the student form request process. This means that faculty will receive email requests from students that they must approve or deny before students can gain access to a recording.

- **Reminder of recording policy** and info on requesting student access for “Option 2.” Note that recordings are deleted on the day preceding the start of the following semester.
- **Class Recording Time Limits-** For the Spring Semester, Panopto will be set so that classes will have **10 minutes** of extra time added to the end of each session. This 10 minutes is firm and faculty are asked to adhere and not surpass this as any extra time overage will not be captured for playback. Going over time may also affect the following class assigned to the same Zoom Room. Faculty are encouraged to request extra sessions or reschedule their classes by filling out the [Rescheduled or Review Class Forms](#) if an official time change or extra session is needed.

Teaching Online

- **Online Pedagogy-** Faculty and staff were invited to join the [Online Pedagogy Resources](#) site for Law Center Faculty. The site, which was created by the Law Center Online Pedagogy Working Group, includes resources and guidance to assist faculty with teaching in an online environment.
- **Zoom updates:**
 - **Get Started with Zoom-** Visit <https://georgetown.zoom.us/> to get started.
 - **Login to Zoom with your Georgetown credentials:** It is important when accessing Georgetown classes via Zoom to [log in to your Georgetown Zoom account first](#). Once you do so, you can follow the next instructions to access your online class sessions via Canvas. You will not have host rights to the Zoom meeting if you fail to log in to Zoom with your account.
 - **Accessing your online class sessions-** Faculty and Students will continue to use the “[Join Online Class](#)” link in their [Canvas](#) course to access their online Zoom sessions. The “JOC” links are now live for *Week One* courses, and will become live next week for the remaining Spring courses. You will be given “Alternate Hosts” rights to these sessions and as a result you will be receiving an email from ZOOM letting you know that prior to the beginning of classes. No action is necessary when you receive the email.
 - **Security-** Due to security upgrades, faculty and students should use the Canvas Join Online Class link to access their online Zoom sessions as the former links have been changed to include embedded passwords. Links provided from the Fall semester will not work with Spring courses -- this does not apply to Personal Meeting ID's. If you or your students experience any issues with the Zoom links in Canvas, you can [launch the meeting from this web page by navigating to your class link](#).
 - **Law Center Zoom Class Settings-** View the link to see how some of the Law Center class meeting settings will look slightly different than what you are used to with your regular Zoom account.
 - **Getting Immediate Help-** You can request help by emailing lawhelp@georgetown.edu. For emergency assistance, faculty can also call the Law Center **Zoom Hotline at 202-662-ZOOM** for immediate help DURING or right before their class. Please do not use this number for assistance with other issues.

Hybrid Teaching and Classroom Updates-Certain classes may be scheduled in Law Center Classrooms during the Spring Semester. These classes will be “hybrid” and will include both on and off campus students (on Zoom).

- Faculty and students coming to campus will need to follow University Protocols in order to be there in person.
- Faculty who are designated as teaching hybrid classes will receive technology information about teaching in a hybrid classroom and also instructions for their students. IST will also be sending invites for 1 on 1 on campus consultations for designated hybrid faculty. I strongly encourage everyone involved with onsite teaching to come and test their setup with us prior to their first class.

Business and Instructional Continuity- Visit the [Law Center Business and Instructional Continuity site](#) for more comprehensive information on teaching and working off campus

Get Training- IST provides scheduled Zoom, Canvas or other supported technology training opportunities. *This includes not only group training opportunities, but also 1 on 1 training opportunities for more targeted training needs.* [Faculty and staff can register for training on the IST website using this link](#)

Technology Updates

- **SeatGen seating chart application replacing eSeat-** After a successful pilot, the SeatGen seating chart application has replaced the legacy eSeat application starting with the Summer 2020 Semester. In the case of potential hybrid courses, faculty may wish to familiarize themselves with SeatGen for the future. In addition to seating charts, SeatGen also offers photo rosters, tent cards and flashcards, attendance, participation and seat blocking for social distancing capabilities. [Documentation on the SeatGen integrated tool can be found at this link.](#)
- **Photo Roster (Law) retirement-** The Law Center Photo roster tool has been retired. Faculty can still access student photo rosters using the Photo Roster in Canvas, or via SeatGen (also in Canvas).
- **Expiring Applications-** In addition to the aforementioned changes, the Law Center has retired a number of legacy applications and has replaced them with updated solutions. Please see the linked [application chart](#) for more information on these changes.

IST Service Desk Hours and Contact Information

The [Service Desk](#) will operate remotely this Spring and remain open from Monday-Friday from 8am-6pm. You can email the Service Desk at lawhelp@georgetown.edu or use the [Service Center portal](#). Onsite support can be arranged as needed via an appointment.

Emergency Instructions

- [Emergency information](#) for the Law Center community.

I'd like to wish everyone a great semester. We're here to help with all of your technology needs so please do not hesitate to reach out to our Service Desk at lawhelp@georgetown.edu. Feel free to reach out directly to me if your technology needs are not being met inside or outside the classroom or have questions about Law Center technology.

Happy New Year,

George

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