

Dear faculty,

I'd like to welcome you to the fall semester at Georgetown Law and provide you with some relevant information with regards to your use of technology inside and outside the classroom:

Preparing to Teach: Information About Other Supported Technologies

- **Learning Management System (Canvas)-** Please view the [Canvas fall 2021 Faculty Announcement](#) which was sent on July 27th for information about Canvas, the official Learning Management System at Georgetown Law. **Please note that all Canvas course sites with class meeting dates between August 30 and September 10 will be automatically published at 11:59pm on Sunday, August 29.**

- **Lecture Recording (Panopto)-**

Important Class Recording Information All Law Center Courses will be recorded automatically using [Panopto](#). Faculty do not need to schedule recordings. Panopto will automatically capture your class and post it to the Panopto link in your Canvas course site. Please be aware of the following regarding class recordings:

- Class recordings in Panopto will record official class times. This means they will record every minute of class, including any breaks, and they will not record any time before or after class.
- **Pausing a Zoom session while in class WILL NOT pause the recording that is posted to your class unless you are in a fully ONLINE class.**
- Avoid holding private conversations using your class Zoom link OR while in any classroom. If you are on Zoom, switch to a personal Zoom link. If you are in a classroom, leave the classroom and continue the private conversation somewhere else.
- For the few classes that are on Zoom, the [Waiting Rooms feature](#) will be enabled. The Waiting Rooms feature will keep all students and non-hosts/co-hosts in a "holding room" outside of the Zoom session until a host allows them to join. This prevents students from accessing your class link when you are not present and allows you to control who joins your ZOOM meeting.
- Remember that students may attend your class from a classroom, whether or not faculty are present in the room. On campus students and faculty should assume that they are being

recorded as long as they are in the classroom and should keep private conversations to areas outside of the classroom.

Teaching On Campus

- If you taught on campus prior to the University moving online, your classes will run very much like they have in the past in that you will be using a standard lecture room.
- It is strongly recommended that all faculty view the [Classroom Technology Training Video](#) prior to teaching on the first day of class. In addition, please review [IST's training resources](#) which include information about our supported technologies.
- Please utilize the room PC for all instructional purposes. BYOD support in our classrooms is not guaranteed due to the ongoing increase in unsupported video interfacing protocols installed on most new devices.
- General information for attending or teaching on campus:
 1. Students and Faculty must adhere to the campus COVID protocols in order to come to campus. Please be sure that you are in compliance prior to coming on campus.
 2. Faculty will have the ability to call for assistance before or during their class using the Zoom Hotline speed dial on the classroom phone (located on the wall in each classroom), or by calling 202-662-ZOOM. IST will have on-call staff to deploy as needed, however please be aware that there could be a high volume of calls in the first few days of classes which might delay assistance.

•Hybrid Teaching

Very few classes have been approved for hybrid teaching, and the following instructions only apply to those classes that have already been approved for hybrid teaching. If you have explicit approval to teach using the hybrid model (attendees in person and online simultaneously), please review information below.

Remote Student(s) Information:

1. Use Join Online Class (JOC) on Canvas

Faculty Information:

1. Faculty will use the classroom PC to start and run their Zoom session from inside the classroom.

2. Approve your authorized students from within the Waiting Room.
3. Share your presentation within ZOOM to make sure that the remote student(s) can see it

Teaching Online

- Very few classes have been approved for full online teaching, so this information will primarily be of use to faculty who are teaching online once or twice during the semester due to sickness or travel plans.
- **Using Zoom:**
 - **VERY IMPORTANT-** Please note that online Zoom courses will not have a backup recording. Please be careful when or if you pause a Zoom session and do not stop the Zoom recording (which is set to automatically record when the session is launched).
 - **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. 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-** After logging in to their Georgetown Zoom account, Faculty and Students will continue to use the “[Join Online Class](#)” link in their [Canvas](#) course to access their online Zoom sessions. As faculty, 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.
 - Zoom class recordings will be ported over to Panopto and will be available via the Panopto link in your Canvas course site within 24 hours.
 - **Security-**
 - Screen Sharing-Due to security upgrades, only hosts (faculty and technology facilitators) may share their screen by default. -- 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.](#)
 - Waiting Room- [The Waiting Room feature](#) has been enabled for all classroom sessions. Faculty/Hosts of Zoom sessions will need to use this feature to allow attendees into the sessions.
 - **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.

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

- **Campus Wi-fi Upgrade-** IST has implemented upgrades to the campus Wi-Fi over the summer. This upgrade brings the Law Center to the latest Wi-Fi technology that now extends into the Green areas and provides better coverage as well as more bandwidth. You will need to reconnect to SaxaNet if you have not used it over the summer.
- **SeatGen seating chart application-** SeatGen is the seating chart and roster tool for Georgetown Law. 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.

IST Service Desk Hours and Contact Information

The Service Desk hours are Monday-Friday from 9am-5pm. You can email the Service Desk at lawhelp@georgetown.edu or use the Service Center portal. Onsite support can also be arranged as needed via an appointment. For your computing needs in the classroom, please use the speed dial on the classroom phone (located on the wall in each classroom) or by calling 202-662-ZOOM. Classroom support is available during the time classes are in session.

GOCard -- Hours & Mobile Credentials

The Law Center GOCard office will be open by appointment Monday – Friday from

9am – 5pm. We are very excited to offer you the use of mobile credentials in lieu of a physical card. Once you upgrade to the mobile card, your previous physical card will automatically be retired and will no longer work -- Georgetown University only allows one card per cardholder. Please follow the provided steps in order to enroll in the Mobile GOCard -- it's important that you follow all the steps in order to correctly install your Mobile Card on your smartphone. You can find more info on the Mobile GoCard FAQs and instructions on how to properly use your phone at the reader. Please keep in mind that you need to be in full compliance with the university COVID protocol for your GoCard to be operational.

Emergency Instructions

Emergency Instructions are posted in all of the classrooms to guide members of our community and visitors in the event of an emergency. Please be aware of the location of exits in the event of a fire or other emergency. You may also review the content of the emergency instructions on our [Emergency Management website](#).

I'd like to wish everyone a great fall 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. Please be aware that there will be a high volume of calls in the first few days of classes which might delay assistance. Wherever possible, please use the instructions provided in this Memo and at the [IST website](#) for self-help. If you would like to schedule an appointment to meet with IST for an installation or a technology issue, please [select an appointment time/date](#) that works best for you.

This Memo is also linked to the [faculty IST page](#) and [faculty virtual office](#) for your future reference. 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.

Best,

George

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For all your technology needs, please contact our Service Desk:
lawhelp@georgetown.edu | [202.662.9284](tel:202.662.9284) | [AV Requests](#)