Dear faculty,

I’d like to welcome you to the spring semester at Georgetown Law and provide you with some relevant information with regards to your use of technology while classes are online:

Preparing to Teach: Information About Other Supported Technologies

• **Learning Management System (Canvas)** - Please view the [Canvas Spring 2022 Faculty Announcement](mailto:https://canvas.gmu.edu) which was sent on December 7th for information about Canvas, the official Learning Management System at Georgetown Law. **Please note that all Canvas course sites with class meeting dates between January 10 and January 23 will be automatically published at 11:59pm on Sunday, January 9.**

• **Teaching Online**

All Law Center classes have been moved online through January 30. Please see the recent [Full Time Faculty](mailto:https://canvas.gmu.edu) communications sent by Dean Urska Velikonja for more information on accessing your online classes, getting training and getting help before and during your class Zoom sessions.

Use the instructions below to launch your online class in Canvas and run your online class via Zoom. IST and Academic Affairs will communicate updated return to campus instructions at a later date.

• **Using Zoom** - For a synopsis of how to teach your class via Zoom, please consult the [Zoom Synchronous Participation Instruction site](https://canvas.gmu.edu), or read detailed instructions below.
o 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).

o Login to Zoom with your Georgetown credentials- You will receive an email from Zoom telling you that you have “alt-host” rights for your Zoom session. You can ignore this email, however, It is important when accessing Georgetown classes via Canvas 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.

o Zoom Host Privileges- 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. Your student will also use the Join Online Class link to access the Zoom class sessions.

o 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. The Join Online Class links will remain inactive until a few days before classes, so do not worry if your link does not work yet.

o Guest Lecturers- IST can provide the link for guests to access your Zoom class session. Please email lawhelp@georgetown.edu at least 24 hours prior to your class in order to receive a link.

o Zoom Class Recordings- Recordings will be ported over to Panopto and will be available via the Panopto link in your Canvas course site within 24 hours. Please review the IST Panopto Resources site for information on lecture capture at Georgetown Law.

o 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.

  ▪ 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.

o 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 Started with Zoom**- Visit [https://georgetown.zoom.us/](https://georgetown.zoom.us/) to learn how to use Zoom as a host or attendee.

### 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

- **Student access and new features in SeatGen**- Beginning with the spring semester, SeatGen will be auto enabled in Canvas courses *(In previous semesters, faculty or support staff had to enable the tool in order to use it)* to allow students to utilize new features which include:
  
  - Audio Recording of Student Names- students will be able to record their name pronunciation. Faculty can play back the pronunciations in their SeatGen course roster interface or seating chart.
  
  - Add Name Attributes
    
    - Pronoun
    
    - Phonetic name pronunciation
    
    - Title
  
  - Student self-seating -- students are now able seat themselves if setting is enabled by instructor or support staff

For those not familiar, 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. For information on how to use the new features available in SeatGen, please consult the [SeatGen User Guide](https://www.seatgen.com/user-guide/).

### IST Service Desk Hours and Contact Information
I provided you with a comprehensive update on the Service Desk hours earlier this week. For your computing needs in the classroom, please call 202-662-ZOOM. Classroom support is available during the time classes are in session.

**GOCard -- Hours & Mobile Credentials**

The Law Center GOCard office has been merged into the Service Desk so please use the contact information provided in the Service Desk Memo going forward. 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.

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.

I’d like to wish everyone a great Spring 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 or call at 202.662.9284.

Best,

George

George Petasis | Assistant Dean of Technology and Chief Information Officer
GEORGETOWN LAW | george.petasis@law.georgetown.edu
600 New Jersey Avenue NW | Washington DC 20001
Office: 202.662.9004
Website | Twitter
For all your technology needs, please contact our Service Desk:
lawhelp@georgetown.edu | 202.662.9284 | AV Requests