

Instructional Continuity

For the Faculty and Staff of Georgetown University Law Center



GEORGETOWN UNIVERSITY

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 \(Georgetown Gmail\)*](#)
- [*Announcements*](#) from [*Canvas*](#) are automatically sent to the Georgetown email address of all individuals enrolled in the course, including administrative staff
- *In advance of Instructional Continuity, please visit these resources for specific instruction:*
 - [*Zoom Synchronous Participation from the Classroom*](#)
 - [*Zoom Synchronous Participation from Home*](#)

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](#)



Become Familiar with IC Tools: Zoom

Your online classroom can be created and accessed via the Zoom Conferencing Link in Canvas

- *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 possible Instructional Continuity to download Zoom and get started*

Using Zoom For an Online Class



- Faculty should [sign in in to their Georgetown Zoom Accounts](#) in order to be recognized as session hosts. *Without taking this step, you will not be the host of your online classroom, which could inhibit some functionality.*
- All attendees will use the *Zoom Conferencing Link* in their Canvas space to access Zoom sessions for online classes.
- Email lawhelp@georgetown.edu for assistance inviting guest speakers or configuring your class for various hybrid and online formats.

Please consult IST at 202-662-ZOOM for assistance during class.

Summary

- **Using Zoom Conferencing in Canvas**
 - [Quick Training Video](#)
 - [PDF](#)

Georgetown University Law Center uses the Zoom Conferencing tool in Canvas to allow instructors to quickly create, edit, and join class sessions that require a Zoom component. The above resources provide guidance on these features.

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](mailto:Panopto@Georgetown)*
- *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)**

Please email any questions to
Lawhelp@Georgetown.edu