

GEORGETOWN UNIVERSITY

Capitol Campus

To view this email as a web page, go [here](#).

Dear faculty,

I'm writing to provide you with some relevant information about technology inside and outside the classroom for your class this Summer. This memo will be linked to the faculty IST page on our website for your future reference.

We're here to help with all of your technology needs so please do not hesitate to reach out to our Service Desk at caphelp@georgetown.edu. If you would like to schedule an appointment with IST to help with installation or a more complex technology issue, [please select an appointment time/date](#) that works best for you – remote support options are also available.

Best,

George Petasis
Assistant Dean for Information Technology
Chief Information Officer

New to Georgetown

If you are new to Georgetown Law or need general information about any IT or AV-related services, please view the [Faculty Technology Training Video](#) prior to the start of classes and complete the [Information Security on Data Security & Privacy training](#). We highly recommend that you schedule an appointment with our IST group prior to your first class to go over the classroom technology.

IST Service Desk Hours and Contact Information

The [Service Desk](#) hours for the Summer semester are (Monday after Commencement to Sunday before Orientation):

- Monday - Friday, 7:30 a.m. to 6:30 p.m.
- Saturday - 8:30 a.m. to 5:00 p.m.
- Sunday - 8:30 a.m. to 5:00 p.m. (During Summer classes)

You can email the Service Desk at caphelp@georgetown.edu or use our appointment scheduling portal for all your IT needs. We are located at McDonough Hall, room 152.

Classroom Recordings and Recording Policy

- **Opt-in to Record Your Classes:** Faculty received an email in their Georgetown Gmail inbox from law-ist-training@georgetown.edu (**May 8, 2026**) with a linked form for making their recording choice. Faculty must submit the emailed form in order to have their class recorded by **May 19, 2026**. Be aware that it may require up to one business day to process your request. An email to IST will not result in a recording of your class. If you have trouble locating the email or issues submitting the form, please contact caphelp@georgetown.edu.
- **Communicate your recording policy to your students:** Indicate in your syllabus and let your students know during the first-class session whether your classes are recorded and whether recordings are available automatically or only upon approved request. If you have not chosen to record your class but would like to record an individual class session (e.g., because students told you in advance that they would miss class due to religious observance), please let IST know by filling out a [One-off Class Recording Request](#). *Note: IST requires at least two business days lead time to initiate a class recording.*
- **Panopto Information:** You can find more information about Panopto (Lecture Capture) by visiting the [Panopto Resources page](#).
- **Lecture Recording Retention Policy:** Be aware that in keeping with our new [Lecture Recording Retention Policy](#) (please, see the email from Assistant Dean of the Office of Academic Affairs dated December 12, 2025) classroom lecture recordings will be deleted after 21 days.

Preparing to Teach: Information About Other Supported Technologies

- **Learning Management System (Canvas):** Please note that all Summer Canvas course sites will be automatically published at **11:59 p.m. on May 19, 2026**.
- **First Week Reading Assignments:** Students can view the first week's course assignments by visiting the [Law Center Reading Assignments Canvas site](#). You should have received a separate communication from Faculty Support requesting your reading materials. **Please note: this site is different from the main course that you use to post your course materials.**
- **Course Access/Retention Policy:** Student access to Law Center Canvas course sites will be removed following the conclusion of the semester. Faculty will continue to have access to their Canvas courses. This change will mean that students will not have access to Canvas courses from past terms. Students will continue to have access to current courses throughout the exam period.

Teaching On Campus

- **We strongly recommend 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 use the room for all instructional purposes. **[BYOD \(Bring Your Own Device\) support in our classrooms is only available through Zoom.](#)**

- If you need to schedule an AV tech to meet with you before your class, you can fill out a [Classroom Technology Support](#) request ahead of time. Faculty may 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 deploy on-call staff as needed. However, please be aware that there may be a high volume of calls in the first few days of classes, which may delay assistance.
- Please, refrain from touching equipment in cabinets or unplugging any classroom equipment. If you have a concern about the equipment please, contact the Service Desk at your earliest convenience and a member of IST will address your concerns as soon as possible.

Hybrid Teaching

Please consult with the [Office of Academic Affairs](#) with any requests to teach in the hybrid format (i.e., when either students, the faculty, and/or guest speakers are both online and in the classroom simultaneously). For hybrid teaching, [please follow the hybrid teaching instructions](#).

Teaching Online

- Please consult with the Office of Academic Affairs with any requests to teach online. Instructions for [teaching online can be found on our website](#). You can also learn more about teaching with Zoom by visiting the [Zoom Resources](#) page. Faculty and students will use the Zoom Conferencing tool in Canvas for online and hybrid classes.
- **[Instructional Continuity](#)**: If the University moves all or most classes online due to Instructional Continuity being in place, faculty may need to teach online using the ‘Zoom Conferencing’ link in Canvas.

Get Instructional Technology Training

IST provides scheduled Zoom, Canvas, or other supported technology training opportunities. This includes group training opportunities and 1-on-1 training opportunities for more targeted training needs. Faculty and staff can register for training by visiting the [Instructional Technologies Training site](#).

Technology Updates

- **Google Gemini** Faculty can claim a [Google Gemini License by opting-in](#). More information about AI at Georgetown can be found [here](#).
- **ZOOM Phone** (for F/T faculty): We use ZOOM Telephony across the Law Center. ZOOM Telephony allows you to make and receive calls from a PC or mobile device with your office number via your ZOOM application over an internet connection – please keep in mind that you need to login to your ZOOM account with your Georgetown NetID/password to make and receive calls. However, using a ZOOM phone handset, you can continue to make and receive calls in the traditional manner.
- **Pronouns**: You now can add and display your pronouns in Zoom directly through your user profile ([how-to guide](#)).

- **Campus Wi-Fi:** You must [reconnect to SaxaNet](#) if you have not used it recently.
- **Adobe Acrobat Pro:** Please fill out the [Adobe request form](#) if you need a license.

GOCard Mobile Credentials

If you are new to Georgetown, 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 install your Mobile Card on your smartphone correctly. We have also implemented a new "Tap and Go" process at all the Law Center entries where a DPS officer is present, except for McDonough, to speed up entry and increase security.

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 page](#). Please make sure you validate your [HOYAlert](#) registration to stay informed on closures and other emergency messages from the Law Center.

Security Policy

All data users are required [to use the secure University-provided and University-approved technology resources to transmit, store, and process data and information related to and managed by Georgetown](#). Please use your Georgetown email and NetID account when communicating with your students and when using the tools and applications provided by the University.