

Dear Faculty Member,

The following is intended to aid in your preparation for teaching in the law building this Fall semester. You can find additional information on the [Teaching and Learning page](#) and workshop videos on a variety of teaching tools, course and assessment design, and Zoom tips and security on the [Duke Flexible Teaching page](#). Please don't hesitate to contact us directly with questions, comments or suggestions, now or at any time during the semester. Also take advantage of the Academic Technologies Helpdesk whenever you have a question about technology at the law school (919-613-7072, helpdesk@law.duke.edu, *Law-HelpDesk* in Outlook).

Important start-of-semester tasks:

- **Publish your Sakai site before the semester begins or contact webupdates@law.duke.edu to have them do so.**
- **Reach out to media@law.duke.edu to schedule a classroom tech training session in person or via Zoom.**
- **Familiarize yourself with your assigned [classroom](#) and run through a typical class session to get familiar with your teaching workflow.**
- **Contact the Help Desk helpdesk@law.duke.edu if you need assistance with loading programs on your office desktop computer or laptop.**
- **Recording classes – as in past years, there are three options.**
 - **(A) No classes scheduled to record, with a special request needed to arrange for specific classes to be recorded**
 - **(B) record all classes and only give access to select recordings via request**
 - **(C) record all classes and have the recordings available to your students via Sakai.**

Links to all recordings or specific recordings can be posted to your Sakai course site or shared with individual students, with faculty approval. Please coordinate with your administrative assistant on posting details. Please have your administrative assistant follow up with Media Services on your preferred option.

General items for your attention:

- 1) **Sakai (online course management).** Academic Technologies and the Law Library teamed up to build a Sakai Training site with instructional videos and tutorials on how to setup and utilize Sakai as your online classroom hub – [Duke Law:Online](#). This tutorial site is open to the Duke Law community, and we encourage all instructors and their assistants to view the instructional contents before building out their course sites. Sakai requests and questions, both routine and advanced, can be sent to webupdates@law.duke.edu.
- 2) **Course Email Lists.** We use Sakai to provide you with email lists to communicate with your classes; however, ***you (or, alternatively, your academic assistant, or webupdates@law.duke.edu) must publish your Sakai site before your students will receive ANY email sent to the email list.*** You can view your email list address by going to your Sakai site and clicking on “Email Archive” in the left menu. When you email your class, please be careful – your email client may think you want to email the class list from a previous semester and may fill that address in – you can usually just edit that entry for the current semester.

- 3) **Publishing and publicizing your Sakai site.** Please let us know when you have published your site by sending an email to webupdates@law.duke.edu . We have a list of published sites (and live email lists) here: [Fall 2021](#).

We regularly check for published sites at the beginning of the semester, but your assistance will help us to keep that page accurate and up to date.

- 4) **Class recording in Panopto.** Panopto supports both *ad hoc* and scheduled recordings. Classroom 4040 does not have a Panopto appliance, meaning that recordings will have to be started and stopped manually using the Panopto app on the desktop. Media Services will be happy to provide training to faculty and their assistants.

Media Services does not have the resources to edit class recordings - recordings will start and end at your designated class time in the designated room. If there are changes to days, times, and location, please let Media Services know as soon as possible. Please make sure to coordinate with your administrative assistant to post all or select recordings to Sakai or to share them with individual students upon request.

- 5) **Training and classroom assistance.** Academic Technologies staff members are available to for training and to answer questions and concerns in person or via Zoom. Please contact the [Help Desk](#) or [Media Services](#) for available slots. **For urgent problems with classroom technology, please call the Media Hotline at 919-613-7249 (all A/V-capable classrooms have a phone for this purpose).** The Crestron A/V system in some rooms also has a "Help!" button. *Please note that our staff is always available for training and to respond to classroom issues, but we are not staffed sufficiently to be able to meet instructors in their classrooms "just in case."*

Scharf Hall will have a support person stationed in the split side of the hall. Phone calls to the Hotline (919-613-7249) will be relayed to anyone scheduled for that meeting space.

Fuqua Moser Seminar room will be first line support by Fuqua staff. Their support hotline number is 919-660-7979. Login information for Fuqua computers will be provided to faculty and administrative assistants prior to the start of classes.

A description of technology available in the classrooms is available here: <https://law.duke.edu/actech/classrooms>

- 6) **Additional resources available for integrating law and technology issues.** If you would like help from Academic Technologies with integrating a technology component into an assignment or activity for students, please refer to the [Duke Law: Online](#) Sakai site or contact the [Help Desk](#).
- 7) **Laptops and your classroom.** Laptops may prove to be a valuable tool if the classroom technology fails. If you have questions, please consult with Media Services on utilizing any tech or devices for teaching.

- 8) **Equipment in the classroom.** *Please* do not move A/V equipment on your own. Much of the equipment is not designed to be disconnected, and the next person who needs to use the equipment may not be able to reconnect it themselves. If the A/V equipment is a hindrance to your teaching, please discuss options with Media Services media@law.duke.edu. If there are immediate issues, please use the Media Hotline (919-613-7249). We recommend **restarting the classroom computer** and **turning off the projector or screen** at the end of every class.

If circumstances later require online or hybrid teaching, please find resources on [Teaching and Learning](#) website. Academic Technologies will provide guidance on any possible transition.

Best wishes for a productive and enjoyable semester!