

Audio/Visual Support for Adjunct Faculty Members

This memo highlights key points for audio/visual and classroom technology support at the Law School. For more information on instructional and event technology, please visit:

<https://finance-admin.law.columbia.edu/content/instructional-and-event-technology>.

Columbia University UNI/Password & Email Communication

- In order to use the technology equipment in Law School classrooms, you will need to log into the podium computer using your Columbia University UNI and password. If you have forgotten or wish to reset your password, please visit <https://cuit.columbia.edu/cuit/manage-my-uni>.
- It is important to check your Columbia University email address on a regular basis, as IT's responses to your inquiries will only be sent to that email address.

Zoom Video Conferencing

- If you plan to invite a guest speaker to join your class via Zoom, you have the ability to schedule the Zoom meeting.
 - All Law School faculty members have Zoom Pro accounts, which allow unlimited meeting times and full video conferencing functionality for large rooms (up to 300 attendees) and breakout rooms.
- For instructions on how to access your Zoom account and schedule a Zoom meeting, please visit: <https://ctl.columbia.edu/resources-and-technology/teaching-with-technology/teaching-online/zoom/>.
- *Important note on Zoom for Students:* All classes at the Law School and University are in-person and students are expected to be in attendance for each class. The Law School has arranged for all classes to be automatically recorded this semester in order to accommodate any student who may be absent.
 - Class recordings are not made available to students by default. You may request that IT release recordings to an individual student(s) for one or more class sessions, or you can ask IT to publish all recordings to Courseworks for all students.

AV Requests

- Due to the large number of classes happening at any given time, AV technicians are unable to come to your class each week to assist with setup. They are, however, more than happy to train you on using the classroom technology so that you are able to set everything up successfully.
 - If you do experience any urgent issues with classroom technology, please call 212-854-2400. AV technicians are available on site from 8:30 a.m. to 9 p.m., Monday through Friday.

For any questions, requests, or concerns, the Instructional and Event Technology team can be contacted at avrequest@law.columbia.edu and is located in Jerome Greene Hall, Room 131.