


MEMORANDUM

Date: August 10, 2021

To: UAH Faculty

From: Robert G. Lindquist, 
Interim Provost and Executive Vice President for Academic Affairs

Subject: Preparing for Fall Semester 2021

This information may help you prepare for your fall courses.

Given the uncertainty of the Delta variant's impact, faculty will be required to provide remote access to all course materials and lecture recordings (if the assigned classroom has recording capability) in Canvas so that students can stay on track if they must quarantine.

ETL offers these tips-

- To record your lectures using Panopto, [enable Panopto in your Canvas course](#). Review the [recommended best practices](#) and [pre-recording checklist](#). Then, record a session via a [Windows](#) or [Mac](#) device.
- To record Zoom sessions and make them available to your students, you must have a "Pro" account. You can email helpdesk@uah.edu to request a Pro account if you do not already have one. [Then, enable Zoom in your Canvas course](#). [Schedule your meeting\(s\)](#) and select the "Record the meeting..." option. Once your meeting is complete, [manage your Zoom recordings](#) to make them available to your students long term via Panopto.
- For more information, review the online training courses: [Panopto \(Faculty\)](#) and [Zoom \(Faculty\)](#). Email any questions to ETL at helpdesk@uah.edu.

The classroom hardware and software have been upgraded over the past year. Before you stand in front of your class, go into a classroom and practice starting up and recording a lecture. [ETL will be in classroom buildings throughout the week](#) to walk through this with you. We strongly encourage you to take advantage of this opportunity.

At the Chancellor's direction, all traditional courses must be taught in person on campus as planned this fall. You may not change the modality of your section without approval. Requests must be made through your dean to the Provost, and ultimately the President.