The purpose of this guide is to provide you with considerations and tips in support of effective, simultaneous facilitation of synchronous (live video) and face-to-face (F2F) instruction. In Fall 2020, instructors may choose from a variety of instructional modalities as described in the CTL's Fall 2020 Instruction Options guide. The tips and challenges described here apply to the F2F-Remote Hybrid, F2F-Online-Remote Hybrid, and Hybrid Flexible ('HyFlex') instructional modalities.

TECHNOLOGY FOR F2F-REMOTE SYNCHRONOUS INSTRUCTION

INSTRUCTOR PODIUM COMPUTER

Nearly all UGA classrooms provide an instructor podium computer, which you can use to access your UGA Zoom account. A small number of classrooms will require that you bring your own laptop to connect to the wired AV equipment. Additionally, some instructors may prefer to use their personal laptop rather than the podium computer.

WEBCAM

All classroom spaces over 150 seats and select spaces under 150 seats will be equipped with webcams at the instructor podium. If your classroom is not outfitted with a webcam, you may still connect with remote students by sharing your computer screen in a Zoom session. In the absence of a webcam, you will still need a microphone to broadcast your voice to the Zoom videoconference session.

MICROPHONES

Large classroom spaces will be outfitted with a microphone to amplify your voice within the room. In most large classrooms, this microphone will be a touch-free gooseneck microphone attached to the podium. In other rooms, this may be a wireless microphone. Please note that in-room sound amplification does not provide sufficient audio quality for a videoconference session on its own.

All classrooms with webcams will already have the capacity to broadcast your voice to the videoconference, either through the webcam's integrated microphone or through an external microphone. All CTL-supported classrooms between 40 and 149 seats, as well as select departmental classrooms, will be equipped with external microphones to broadcast your voice to the videoconference regardless of the presence of a webcam. In the event that your classroom is not outfitted with a microphone to broadcast your voice to the videoconference, CTL will have an additional 100 external microphones available for checkout this Fall.

WHAT TECHNOLOGY IS AVAILABLE IN YOUR CLASSROOM?

You can confirm via the OIR classrooms database and/or the classroom support staff for your assigned classroom (e.g., unit IT staff for departmental classrooms, or CTL classroom support for non-departmental classrooms) which of the above technology is available for use in your assigned classroom spaces.

TIPS FOR F2F-REMOTE SYNCHRONOUS INSTRUCTION

PRACTICE USING YOUR CLASSROOM TECHNOLOGY

Visit your classroom before the first day of class to practice using the setup. Enlist a colleague or TA to serve as a demo remote student for the practice session. Ensure that your demo remote student can hear your audio and see your presentation, and that you can see or hear communications from your demo student.

INTRODUCE STUDENTS TO ZOOM

- On or before the first day of class, set aside some time to introduce your students to Zoom. Ensure students are able to connect their audio and video, locate Zoom Chat, and use any other features you plan to use during your class session (e.g., Zoom's Breakout Rooms, annotate functions, etc.).

- Plan to start the class Zoom session 5-10 minutes early every day to account for technical issues.

- Share your presentation with students in advance of the class session to ensure students have uninterrupted access to the presentation in the event that you migrate away from the presentation window to another application on your computer while screen sharing.

- Discuss your expectations for online etiquette.

- Inform students that you will be recording the class Zoom sessions for sharing with the entire class. Inform students how they can best relay questions or request opportunities to speak. Should they use the Zoom Chat or some other dialog channel that will accommodate comments from both in-person and remote students? If so, how often will the chat window be monitored? Should students unmute their microphone and speak? If so be sure you know what the audio output is on your computer - unless your computer has high quality output speakers, it is likely that remote students will not be heard by in-room students.

ENGAGING F2F AND REMOTE STUDENTS SIMULTANEOUSLY

Be sure to engage with both in-room and remote students throughout the class session.

- Set aside time to periodically check in with your remote students to be sure they are following along and do not have unanswered questions.

- It is likely that the microphone relaying your voice to the videoconference feed will not pick up the voices of in-room students. Be sure to repeat questions asked by in-room students so that remote students can follow along. Relay the questions asked by your remote students to your in-room students, too.

- Your F2F students can even help with this – ask one or more students attending F2F to join the Zoom session (muted) from their own device to help monitor Zoom Chat. F2F students can raise their hands for remote students, preventing you from needing to monitor chat while facilitating a class session.

- You may even decide to encourage student-to-student interaction on Zoom Chat. If you do, you can set the Zoom chat log to save to your computer automatically for review after class.

- Plan two to three activities per teaching hour to explicitly include your remote students – these can be as simple as posing a question with prompts for how remote students can

respond to you and/or their peers, or as complex as a Zoom Breakout Room think-pair-share. You might even engage students in a little (healthy) competition between remote and F2F students.

- Zoom polls can be used as a replacement for classroom response systems (students do not have to pay extra for this feature!). You should build your Zoom Polls in advance of the class session. If you want to be able to download Zoom Poll results, you will need to turn on registration in Zoom – poll results are available for a month in your Zoom account.

- You may even encourage your F2F students to bring a device and headphones/earbuds to class on occasion, too – this would allow you to use Zoom tools to mix remote and F2F students for group activities. If you do this, however, you will need to be sure you have a system for all participants except one to mute their devices. Having more than one computer unmuted in the F2F classroom at once can result in unpleasant audio feedback. Headphones/earbuds can mitigate this issue slightly – but, you will need to give F2F students clear instructions on when to use and put away their headphones.

ACCOMMODATING F2F AND REMOTE STUDENTS

Consider how you will address an accommodation request from the Disability Resource Center (DRC) – you can consult with DRC staff about your teaching plan if you have questions.

To accommodate remote students who cannot attend class sessions synchronously, you will need to record your Zoom session and upload the video to your eLC course via Kaltura for viewing at a later time. When scheduling your Zoom sessions, you can select the option to automatically begin recording when the Zoom session starts. Or, you can manually begin recording once starting your Zoom session.

ADDITIONAL RESOURCES

Guide to Fall 2020 Instruction Options (UGA)

Active Learning in Hybrid and Physically Distanced Classrooms (Vanderbilt)

The Power of Social Presence for Learning (Educause)

Guide to Educating Through Zoom (Zoom)