

SYNCHRONOUS ONLINE CLASS CONSIDERATION AND POLICIES

What is a synchronized class?

Synchronous online classes operate like an in-person class; they have the same intent and purpose as an in-person class, but in a remote format. These classes are still technically fully online courses but provide a scheduled synchronous touch point with the faculty member and students. Live sessions are streamed and recorded with digital technology. Recording synchronous online class sessions is appropriate, as recording allows students to review content after the live session and provides an opportunity for students who are unable to attend the live session view the content asynchronously.

Here are some faculty considerations for synchronous online classes:

- ✓ **Pay Attention to Timing:** Open the class a few minutes early to give everyone the chance to log-in (and encourage students to do so). Always start and stop the classroom recording on time.
- ✓ **Web Classes Go Fast:** The time will go much faster than you think. Have a plan for what material you want to cover. Create an agenda for class, knowing that you will likely cover less teaching content than you anticipated.
- ✓ **Q&A:** Leave plenty of time for students to process the information and for questions.
- ✓ **Tech Problems Happen:** Technical issues with some participants are inevitable and may slow things down and hinder the efficiency of the live meeting time. Plan for this.
- ✓ **Privacy:** Be aware while in-session of students disclosing private information; remind students that the session is being recorded.

Policies and Procedures:

- ✓ **Digital Technology:** Synchronous online classes are held and recorded in a DSC approved web conferencing application (such as Microsoft Teams, Virtual Classroom, or Skype for Business) with the faculty present the entire time, using a live web-camera.
- ✓ **Etiquette:** Synchronous classes are conducted with a web-camera; therefore, the setting and attire should be work-appropriate, and interruptions should be minimized. If you are not recording on campus your classroom location should be approved by your department chair.
- ✓ **Asynchronous Recordings:** Each session is recorded for later access by students in the course. Recording each session is required so students who were unable to attend have the same opportunity as students who attended. Plan on a method to let students know where and how to access the recordings of each session.
- ✓ **DSC Approved:** Using an approved application is required, not just for student accessibility, but also in the event the assigned faculty becomes ill and requires a substitute. Approved applications are accessible to all DSC employees.
- ✓ **Substitution:** In the event of an absence, that can't be covered online, faculty should arrange for a substitute, just like they would for an in-person class and submit leave. Faculty can still use the synchronous tools to provide real-time engagement with students.

- ✓ **Attendance:** While the class is scheduled at a specific time, instructors cannot require attendance or penalize students for non-attendance of synchronous online sessions. Though, students should be strongly encouraged to attend so they have the full benefit of the interaction.
- ✓ **FERPA:** Remember that all recordings are subject to FERPA; faculty must protect student information by maintaining recordings within a secure platform (Falcon Online for the Virtual Classroom, Microsoft Stream for Microsoft Teams).
- ✓ **Unauthorized Student Recording Prohibited:** Faculty should not grant individual requests for students to record class sessions. Students requesting the use of assistive technology as an accommodation should direct such requests to Counseling & Accessibility Services (CAS).

Syllabus Statement:

When faculty choose to record a synchronous class session, they should communicate this to the students both in writing through the course syllabus and verbally. Include this verbiage in the course syllabus:

“This class or portions of this class will be recorded by the instructor for educational purposes. These recordings will be shared only with students enrolled in the course. Your instructor will communicate how you can access the recordings.”

Course Notes:

When scheduling a synchronous online course, the course notes should include:

“This course is not self-paced. Class meets online at the scheduled day and time and you should be online at that day and time. Please check the course shell in Falcon Online for the synchronous delivery method; Virtual Classroom or Microsoft Teams.”

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