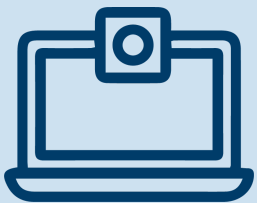


Technology Tips for Blended Synchronous Instruction

Blended synchronous is a mode of instruction in which some students attend a class in person and some attend remotely. Remote students connect to the class through a Zoom session that you run on your laptop or another device. Follow these tips to provide the best teaching and learning experiences for you and all of your students.

Learn more about [Blended Synchronous pedagogy](#).



CAMERA POSITION: Decide what view remote students will have in your class

- Whether you are using your laptop/device camera or an external USB camera, determine where you would like it positioned in the classroom to give remote students the best possible view. Test before your course begins to ensure best results.
- If you want remote students to view you at a specific spot in the room, make sure that you know the bounds of the camera angle so as not to walk out of the frame. Test and make note of these bounds.
- Decide how you will share course content with your students. It will be difficult for remote students to view white or chalk boards. For best results, use either a USB document camera that is connected to your computer or an [annotation tool on a tablet](#) connected to [Zoom](#) and displayed to all students. USB document cameras can be obtained from [Learning Technologies](#).
- [Pin or spotlight](#) speaker within Zoom if lecturing.
- For most courses, the camera position and what it captures is less important than capturing slides and audio.

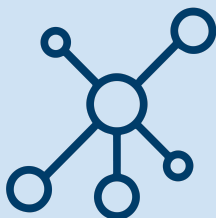
AUDIO: Ensure classroom audio quality for all students

- Ensuring high-quality audio is essential for your remote student. ITS staff can join Zoom remotely to test your audio; alternatively, your teaching team may be available to assist you.
- All general-assignment classrooms are equipped with microphones and amplification systems. You are encouraged to use these systems—even when teaching in small classrooms—to ensure that your audio is effectively captured for students joining remotely.
- If you are teaching Blended Synchronous, do not enable [Lecture Capture](#) in your classroom to avoid audio interference.
- Ask your divisional ITS staff about a personal amplification device that works well while wearing a mask.
- If in-person students join Zoom meeting, make sure their device audio is muted to avoid feedback.



Additional tech tips

- In-room computers cannot be used for running Zoom sessions. A personal or departmental laptop is required
- Be sure to connect all peripheral devices to your computer directly and project the Zoom session so that both remote and in-person students can see inputs.
- Lecture Capture only records for post-course viewing and cannot be used for real-time synchronous engagement.
- Make sure you have the correct adapter for your computer if using the projector or wired mics, and/or camera (including document camera).
- If using the built-in camera on your computer, take note of its location. Some computers may need to be tilted or elevated to achieve desired camera angle.



- Document cameras located in classrooms will not display to remote students. A camera that can connect to the device running Zoom is required.
- Take the time to test your setup before the term as well as before each class. Submit a ticket to [Slughub](#) and ask for classroom media assistance.
- Visit [Classroom Technologies](#) for equipment loans.
- Contact [Online Education](#) for recommendations if considering purchasing your own equipment.

Additional Resources

- Review what [media technology](#) exists in your General Assignment Classroom; check with your [Divisional ITS Liaison](#) for divisional classroom technology details.
- Review [Blended Synchronous pedagogy](#) resources.
- Visit [FITC / OE Open Office Hours](#) for additional support.



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