SYNCHRONOUS OR ASYNCHRONOUS?
Which is the best option for your course?

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SYNCHRONOUS VERSUS ASYNCHRONOUS

- Which modality is right for you?
- **Synchronous** course options
  - Factors to consider
  - Tips and Strategies
- **Asynchronous** course options
  - Factors to consider
  - Tips and Strategies
# Synchronous versus Asynchronous

## Factors That Might Influence Your Decision

<table>
<thead>
<tr>
<th>Synchronous</th>
<th>Asynchronous</th>
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<tbody>
<tr>
<td>- Class discussion or participation is central</td>
<td>- Knowledge transfer or demonstration is central</td>
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<tr>
<td>- Lecture content normally requires longer explanations or back and forth with students</td>
<td>- Lecture content can be broken into smaller chunks of info</td>
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<td>- Small classes (e.g., &lt; 50)</td>
<td>- Large classes (e.g., 50+)</td>
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<td>- Time sensitive interactions (office hrs; tutorials)</td>
<td>- Not time sensitive</td>
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## Synchronous versus Asynchronous

<table>
<thead>
<tr>
<th>Features</th>
<th>Synchronous</th>
<th>Asynchronous</th>
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</thead>
<tbody>
<tr>
<td>Minimal additional preparation required</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Immediate feedback available</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Pause for questions / clarifications</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Sense of Community</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Collaboration &amp; Interactivity</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Reflective Feedback</td>
<td></td>
<td>✔</td>
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<tr>
<td>Flexibility and Convenience</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Self Directed Pace</td>
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<td>✔</td>
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<tr>
<td>Reusable</td>
<td></td>
<td>✔</td>
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Synchronous Lecture Options

1. Virtual Classroom
   - CourseLink’s integrated web conferencing tool for up to 150 students, OpenEd supported

2. Zoom
   - A web conferencing tool for up to 300 students that is integrated with CourseLink’s Content tool, OpenEd supported

3. Webex Meetings & Events
   - A CCS supported web conferencing tool that can support up to 1000 students

4. Microsoft Teams
   - A CCS supported tool part of the Office 365 suite that can support up to 250 students
Picking a Web Conferencing Tool

- What do you want students to be able to do during your synchronous class?
  - Small group discussions?
  - Polling?
  - Invite in a guest speaker?
- Web conferencing feature matrix available on our new Remote Teaching & Learning website
ASYNCHRONOUS LECTURE OPTIONS

1. Voice-over PowerPoint
   - Files posted to Content
   - Pair with weekly synchronous lecture to increase instructor presence

2. Pre-record lectures using a web conferencing tool
   - Create link to video (VC, Webex)
   - Embed video (Teams)
   - Direct students to integration (Zoom)
ASYNCHRONOUS LECTURE OPTIONS

3. Create lectures using a screen capture program like Screencast-o-matic
   - Host video online
     • Stream, OneDrive, Library, YouTube
   - Share link or embed video within Content

4. Create lecture videos with embedded quizzing
   - Video Assignment – Interactive Video
   - H5P.org
   - Microsoft Stream & Forms
TIPS AND STRATEGIES

- For Synchronous:
  - TA to monitor and keep track of Chat
  - Headset and mic to minimize feedback and echo
  - Do a dry/test run
  - Have everyone join early to test sound, connections, etc.
TIPS AND STRATEGIES

• For *Asynchronous*:
  – Record a test sample
    • Audio
    • Screen recording
    • Mistakes are ok
  – Stand when recording
  – Wardrobe
  – Talk at a comfortable pace
SUPPORT

Please contact CourseLink Support for any help with technical aspects of our educational technologies.

Phone: 519-824-4120 ext. 56939
Toll Free: 1-866-275-1478 (Canada and USA)
Email: courselink@uoguelph.ca

If you need support with pedagogy and/or course design, please complete our consultation request form found on our Remote Teaching & Learning site to set up a meeting with one of our Instructional Technology Specialists.

https://opened.uoguelph.ca/instructor-resources/remote-teaching---learning