



**Center for the Advancement  
of Teaching**

**Faculty Guidelines for Teaching in a Simulcast Modality**

Teaching classes where one set of students is attending the class in-person (physically distanced) and another set is attending synchronously via Zoom calls for new levels of creativity and flexibility. This [graphic](#) is a great visual of the simulcast classroom. For faculty teaching in this modality, the challenge will be how best to create an equitable learning experience for both sets of students. In other words, how can the class be engaging and worthwhile for all the students? Below are some general guidelines to consider when teaching in a simulcast modality:

1. **Prioritize active learning:** Use the face-to-face (whether virtual or in person) time wisely. Minimize lecture and design activities that promote active learning and engagement. You can record lectures and upload them to Canvas for students to review outside of the class meetings. Think carefully about how you will engage both the online and in-person student groups in your class activities.
2. **Vary communication modes:** Anticipate communication challenges in this modality as it may be difficult to hear each other clearly. Repeating the question or comment a student makes can ensure that all students are included in the discussion. Use collaborative annotation tools (e.g. Google Docs) and polling tools to facilitate group and class discussions.
3. **Make all resources available online:** Upload all resources to your canvas class so that students can access them whether they are in-class or online and in-between class meetings.
4. **Regularly check-in with students:** Let students know that there may be glitches at times and that you will need them to be patient and communicate with you their concerns. Create opportunities for students to give you feedback. Online class polls may be helpful here.
5. **Consider access issues:** Remember that not all students will have access to laptops, and some may be using smartphones and/or tablets for classwork. Some students may also have limited connectivity. Provide a way for students to contact you if they are having technological issues and remind them that they can call into a Zoom meeting if their Wi-Fi is glitchy.

We have compiled resources to help you plan your teaching. While the list is not exhaustive, it is a good starting point to get ideas and suggestions for strategies for organizing the class and engaging and communicating with students. Keep in mind that the team of faculty developers at CAT is available to help you with planning and applying these ideas.

- [Teach Hybrid](#): This short document from the CAT describes a few approaches for teaching in hybrid modality. The scenarios here will help you think through various course and classroom arrangements as you plan for how you will teach and connect with your students this semester.
- [Active Learning while Physically Distancing](#): This resource lists activities grouped by goals (e.g. increase engagement, promote reflection, strengthen understanding) that can be used in online synchronous and physically distanced classrooms. These are useful suggestions when thinking about aligning activities to student learning goals.



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- [Active Learning in Hybrid and Physically Distanced Classrooms](#): Great list of options for interactive teaching and learning in virtual and physically distant classrooms. If you are looking for group work in a simulcast class, this is a great piece for inspiration.
- [Ideas to Make Your Synchronous Online Classes More Fun](#): This article was written by a clinician who sees similarities between synchronous online teaching and teletherapy. You will find ideas for livening up your classes with games, and strategies for using synchronous teaching as a complement to asynchronous instruction.

Remember that flexibility and a willingness to experiment are important whenever you are trying new methods of teaching. If there is something you would like to try out for your class and would like assistance on how to make it work, [schedule an appointment](#) with a CAT consultant.