

# Hyflex/Synchronous/Asynchronous Class Lectures

Over the last year instructors have been introduced to Hyflex, Synchronous and Asynchronous modes of teaching classes with new recording/live broadcast options available for online delivery. Below you will find the most used options for recording/live broadcasting your lectures depending upon the type of class you are teaching. Use this guide to determine the best option for your lectures.

Mode of Instruction	Method of Recording/live broadcasting			When to Record	Instructor Prep time and technical challenges
	Team	Zoom	Mediasite		
Hyflex	Yes	Yes	No - Does not have live broadcast capable	For asynchronous students and those unable to attend synchronously/face to face	High prep time depending upon instructor's level of technical knowledge of application and ability to schedule and conduct live sessions.
Synchronous Online	Yes	Yes	No - Does not have live broadcast capable	For students unable to attend synchronously	High prep time depending upon instructor's level of technical knowledge of application and ability to schedule and conduct live sessions.
Asynchronous Online	Yes	Yes	Designated Rooms	For online asynchronous students	Medium prep time depending upon instructor's level of technical knowledge of using application and equipment.
Face to Face	Yes	Yes	Designated Rooms	For students unable to attend Face to Face	Medium prep time depending upon instructor's level of technical knowledge of using application and equipment.

## **Recording/Live Broadcasting for Hyflex, Synchronous and Asynchronous Online Courses**

Instructors for online courses can provide students recorded or live lectures by using readily available tools such as Team, Zoom and Mediasite. Choosing the appropriate tool depends upon the room and available equipment. The most widely available recording tools at UH are indicated below:

- **Team** – Provided by the University. Can be used to record for asynchronous or conduct live synchronous classes. Recordings can be placed online for students to view. Microphone and camera will be needed to record using this method. Most UH classrooms are equipped with a webcam for this application.  
Online tutorials: [Microsoft Teams – Instruction @ UH](#)
- **Zoom** – Not provided by the university. Can be purchased by departments. Can be used to record for asynchronous or conduct live synchronous classes. Recordings can be placed online for students to view. Microphone and camera will be needed to record using this method. Most UH classrooms are equipped with a webcam for this application.  
Online tutorials: [Zoom – Instruction @ UH](#)
- **Mediasite** – Will be phased out and will be deprecated for support next year. Instructors are encouraged to utilize Team or Zoom. Only available in designated classrooms. Can be used to record classes. **Does not** have live streaming capability for synchronous classes. The recordings can be placed online for students to view. Microphone and camera are provided with this method. Limited support will be provided. If system is not working or instructor is unable to get the equipment to work, then instructor will need to quickly switch to Team or Zoom. Contact JC McDonough ([jcmcdonough@uh.edu](mailto:jcmcdonough@uh.edu)) to see if this method will work for you.

## **Federal Regulations for Synchronous/Asynchronous/Online Courses**

Engineering instructors teaching a synchronous/asynchronous class will need to follow the new Federal Regulations which requires at least two activities totaling 50-60 minutes every week as indicated by the website: <https://uh.edu/power-on/rsi/>