Online Synchronous Participation:
Equipment, Modes and Support

In this document, we explain the online synchronous participation (OSP) modes available at the AMLF labs.

a) What is Online Synchronous Participation (OSP)?

As presented on the TLS website, OSP refers to the option of **having students attend class online and participate in in-person class activities** (e.g., discussions, polls, brainstorming, debates) during scheduled class time. The sessions can be **live** (no recording) or **recorded** (for later use as a lecture recording.)

The use of web conferencing equipment (e.g., camera and microphone) and software (i.e., Zoom and MS Teams) in your in-person class is required to allow online synchronous participation. For more information, click here.

b) What are the OSP modes and equipment available at the AMLF Labs?

Equipment	Group size	Setup	Teaching	Capturing	Rooms
360 Camera (video) + Ambient Microphone (sound)	Up to 10 people	2-3 min	**Recommended for:** Small group interactive workshops, discussion sessions, seminars and conferences	**Video & Audio** -360° panoramic view of the room (camera automatically detects sound and adds the video of speaking users) -Computer screen + projector	Lab 2 (Cap: 20) Lab 3 (Cap: 35) Meeting Room (Cap: 8)
4K/HD WebCam (video) + Ambient Microphone (sound)	Up to 40 people	4-5 min	**Recommended for:** Lecture-style classes students' presentations limited interactions	**Video** -Instructor only -Computer screen + projector -White board **Audio** Instructor & Students	Lab 1 (Cap: 40) Lab 2 (Cap: 20) Lab 3 (Cap: 35)
Multiple WebCams (video) + Ambient Microphone (sound)	Up to 40 people	5-7 min	**Recommended for:** Lecture-style classes students' presentations active teaching and learning interactions with the students as a group	**Video** -Instructor -Students (as a group) -Computer screen + projector -White board **Audio** Instructor & Students	Lab 1 (Cap: 40) Lab 2 (Cap: 20) Lab 3 (Cap: 35)

Notes: Audio-visual materials (e.g., ppt slides, multimedia and/or games) are captured via the screen share feature of the videoconference software (webcam footage is minimized in this mode).
To learn more details about each mode, see the section "Example Setups for OSP Modes" (below).
To learn more about our facility and the labs, please visit the facilities section on our webpage.

c) How can I reserve a computer lab for a recording session?

Step 1: Select one of the available OSP modes according to your teaching activity (lecture, conference, interactive session) and class size.

Step 2: Verify the availability of the computer labs on the AMLF calendar and book a room using the AMLF online reservation system by clicking here.

Important: While submitting your reservation, specify your needs and indicate the OSP mode you would like to use. You can also contact the AMLF Educational Technology Consultant to discuss your session.

d) Do I need any training prior to my session?

No training required. You will need to open Zoom application on the teacher station.

The AMLF staff will set up the equipment, assist you with the recording settings and give you tips on recording your session.

Using the teacher station is recommended. If you prefer to use your own laptop, inform us ASAP, so we can verify if the video-conferencing equipment can be connected to your computer.

Example Setups for OSP Modes

Setup 1: 360 Camera + Mic (recommended for groups up to 10 people)

	
How **online attendants** see the **in-person class**	How **students in the class** see **online attendants**

Suggested Lab Choice

Rooms that allow for a round table setting: Lab 2, Lab 3 or the Meeting Room.

Setup

Organized by the lab attendants, who will:

1) plug the 360 Camera as a webcam.
2) plug the ambient microphone.
3) place both devices in a central position.
4) have students sit down on a round table.

Advantages

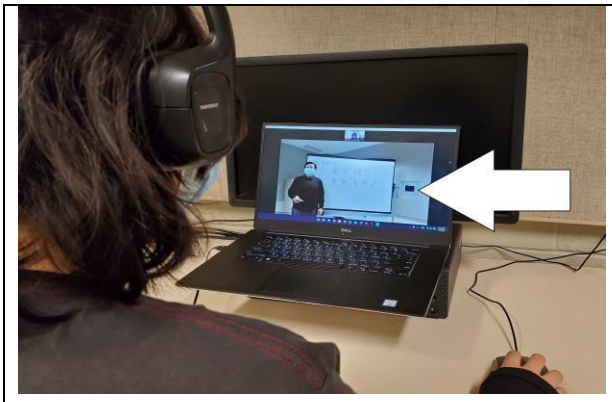
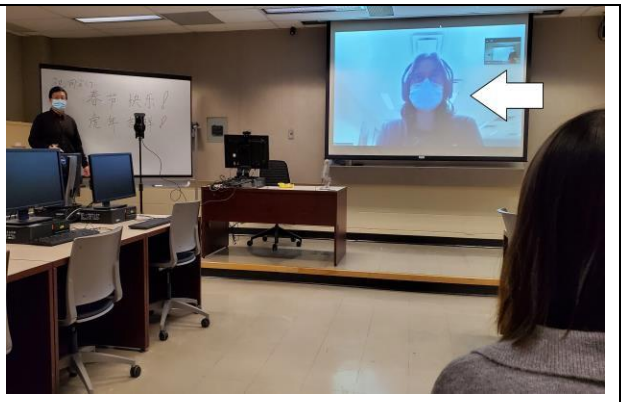
- ✓ Set-up only takes 2-3 minutes.
- ✓ A conversation workshop or a class can easily be captured (since the 360 camera has panoramic view, it works best in round table set-ups.)
- ✓ The camera automatically detects sound and adds the video of speaking users to the Zoom User's video image (as a single user*).
- ✓ No need to adjust or direct camera to certain speakers; camera movements are automatically handled by the AI-face/sound detector.

Limitations

- The camera has a fish-eye lens (as it's 360 degrees) and do not produce high quality video for text or fine details.
- For larger groups, the 360 camera can still be used but may not work as good as a 4K or HD camera in capturing the image of speakers sitting in the corners or far from the device.

**With Owl Meeting, all speakers are captured in the Zoom Host's image (as a single user) on Zoom end (displayed as Host's webcam footage). When there are multiple speakers, they are divided into squares by the Owl Software but still detected as a single user.*

Setup 2: One WebCam + Mic (recommended for groups up to 40 people)

	
How **online attendants** see the **class instructor**	How **students in the class** see **online attendants**

Suggested Lab Choice

Lab 1, Lab 2, or Lab 3.

Setup

Organized by the lab attendants, who will:

1) plug the 4K/HD Camera as a webcam on a tripod facing the instructor.
2) plug the main microphone and place in a central position.

Advantages

- ✓ Takes little time to set up (takes 4-5 minutes to set up the tripod, webcam and microphone).
- ✓ Lecture-style courses can be captured (instructor + whiteboard) with limited interaction (student video will not be captured).
- ✓ The instructor and the whiteboard can be captured with fine detail when the camera is placed well.

Limitations

- Sometimes, the webcams may lose focus and text may stay blurry until it re-adjusts.
- Since there will only be one camera, video of the students' in the classroom cannot be captured. However, their voices will still be captured.

Setup 3: Multiple Cameras + Mic (recommended for groups up to 40 people)

How **online attendants** see the **class and the instructor**

How **students in the class** see **online attendants**

Suggested Lab Choice

Lab 1, Lab 2, or Lab 3.

Setup

Organized by the lab attendants, who will:

1) plug the 4K/HD Camera as a webcam on a tripod facing the instructor.
2) add another camera (360 or 4K/HD) for capturing the classroom.
3) plug the main microphone and place in a central position.
4) Place the camera in a position to capture as many students as possible.

Advantages

- ✓ It captures the classroom and all the teaching elements (instructor + whiteboard and the classroom video), which will allow for an engaging communication.
- ✓ The instructor and the whiteboard can be captured with fine detail when the camera is placed well.

Disadvantages

- Sometimes, the webcams may lose focus and text may stay blurry until it re-adjusts.
- Takes some time to set up (5-7 minutes for setting up the tripods, webcams, the extra student station for the extra camera, and the microphone).