

Synchronous (Live Session) Overview

Live Sessions (typically via Zoom or Blackboard Collaborate)

The live session component of your courses will be in a web-conferencing platform such as Zoom or Blackboard Collaborate. Your course in Blackboard will have a designated section to join live sessions. See below for more details.

Live Sessions: Overview

Live class sessions are times when you, the instructor, and your classmates are simultaneously logged in to the same online classroom and can see and hear one another. The terms *synchronous* and *live sessions* are often interchanged when referring to these sessions and refer to the fact that all students are online and interacting at the same time.

The Live Session web-conferencing tool will serve as the platform for:

Class discussions. You are required to attend a live-session class discussion at least once a week for each course in which you are registered. All live-session class discussions require that you have audio and video capability. We will review audio choices and video settings for live sessions later in this unit. You must be prepared to discuss the week's asynchronous material in your live-session class discussion. This means if you have class on Monday, you must have completed that week's asynchronous material prior to your scheduled live session on Monday.

Office hours. Instructors may post online office hours to give students opportunities to ask and clarify questions about the course, review assignments, or discuss upcoming coursework.

Study groups. In some courses, you may be assigned a group project where you will need to meet on a regular basis to complete the project. Your instructor may suggest or require a specific platform to be used for group projects. As a Syracuse University student, you can create sessions to work on group assignments for you and your group members in several platforms including Zoom, Microsoft Teams and Google Hangouts. For a full list of services and applications, visit [ITS Student Services page in Answers](#).

Netiquette for Live Session

Join the session early: Give yourself time to learn what you can and can't do in the session. Add a profile picture and set up your audio and video. If you are presenting, make sure you can share content and practice using the tools.

Be on time: If you can't be early, be on time. Let the moderator know if you are going to be late or absent. Everyone can set notifications to alert them when someone has joined the session and may see who is joining when.

Introduce yourself: Don't assume anyone automatically recognizes your voice. State your name the first few times you speak. Let your instructor know who is participating. Give everyone a chance to know you.

Make eye contact: If you are sharing video, look at the camera and not the session. It may feel awkward, but it shows you are engaged in the session. If you become distracted or are interrupted, turn off your camera temporarily.

Mute yourself when not speaking: Prevent background noise by muting yourself unless speaking.

Be professional: You may be joining the session from somewhere private, but you are not alone. You are face-to-face with your peers, instructors, and guest experts. Make a good impression and participate. Avoid interrupting others. Raise your hand if there is no opening to speak. Type questions and feedback in the chat. Pick your best profile picture. Watch your mannerisms and facial expressions.

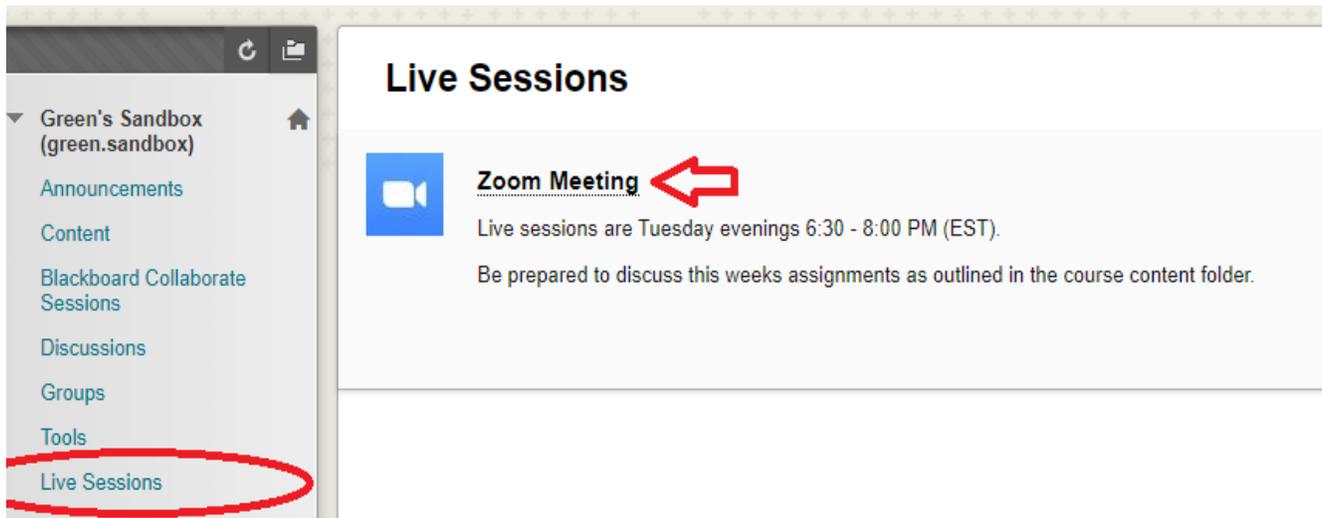
Attending your Live Class Session

Joining Your Live Class Session:

Where do I find and join the live session for my course (Zoom, Blackboard Collaborate links)?

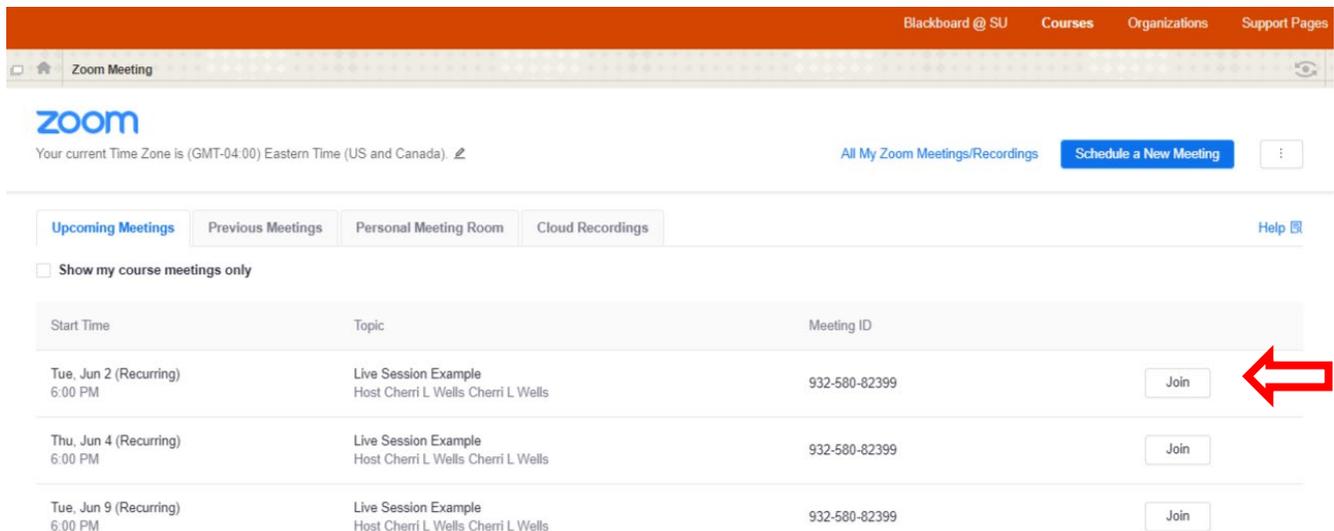
To access the live sessions for your course, first log into Blackboard and click on your specific course in the "My Courses" section of your landing page. Then select the section your instructor has indicated for joining the live sessions. In the first example below, you will see the section is labeled, "Live Sessions" and shows how sessions using Zoom will look. In the next example you will see one is indicated as "Live Wednesday Night Sessions" and shows how sessions using Blackboard Collaborate will look.

Example 1: "Live Sessions" using Zoom:



The screenshot shows a Blackboard course page. On the left is a navigation menu for 'Green's Sandbox (green.sandbox)' with options: Announcements, Content, Blackboard Collaborate Sessions, Discussions, Groups, Tools, and Live Sessions. The 'Live Sessions' option is circled in red. The main content area is titled 'Live Sessions' and features a 'Zoom Meeting' icon and text: 'Zoom Meeting' (with a red arrow pointing to it), 'Live sessions are Tuesday evenings 6:30 - 8:00 PM (EST).', and 'Be prepared to discuss this weeks assignments as outlined in the course content folder.'

Example 2: Join Recurring "Live Session"



The screenshot shows the Zoom web interface. At the top, it says 'Blackboard @ SU' and 'Courses'. Below the Zoom logo, it indicates 'Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)'. There are buttons for 'All My Zoom Meetings/Recordings' and 'Schedule a New Meeting'. A tab for 'Upcoming Meetings' is selected. A checkbox 'Show my course meetings only' is checked. A table lists recurring meetings:

Start Time	Topic	Meeting ID	Join
Tue, Jun 2 (Recurring) 6:00 PM	Live Session Example Host Cherri L Wells Cherri L Wells	932-580-82399	Join
Thu, Jun 4 (Recurring) 6:00 PM	Live Session Example Host Cherri L Wells Cherri L Wells	932-580-82399	Join
Tue, Jun 9 (Recurring) 6:00 PM	Live Session Example Host Cherri L Wells Cherri L Wells	932-580-82399	Join

A red arrow points to the 'Join' button for the first meeting.

Example 3: "Live Sessions" using Blackboard Collaborate:

The screenshot displays the Blackboard Collaborate Ultra interface for a course titled "BPS.211.U700.FALL19.Intro to Prof. Studies (18934.1201)". The main content area is titled "Sessions" and shows a list of live sessions. A "filter options" dropdown menu is open, showing "All Upcoming Sessions" (selected), "All Previous Sessions", and "Sessions In Range".

Annotations on the screenshot include:

- 1. Instructors will indicate a section for live sessions (pointing to the "Live Wednesday Night Session" link in the left sidebar).
- 2. Select the time and date for the appropriate session (pointing to the first session entry: "BPS 211 Weekly Live Sessions Recurring: 8/28/19, 6:30 PM - 10/16/19, 8:00 PM").
- 3. Use the drop-down arrow for a list of live sessions (pointing to the dropdown arrow on the right side of the session list).

Session Title	Time	Status
BPS 211 Weekly Live Sessions Recurring	8/28/19, 6:30 PM - 10/16/19, 8:00 PM	Active
BPS 211 Weekly Live Sessions	8/28/19, 6:30 PM - 8/28/19, 8:00 PM	(not yet started)
BPS 211 Weekly Live Sessions	9/4/19, 6:30 PM - 9/4/19, 8:00 PM	(not yet started)
BPS 211 Weekly Live Sessions	9/11/19, 6:30 PM - 9/11/19, 8:00 PM	(not yet started)
BPS 211 Weekly Live Sessions	9/18/19, 6:30 PM - 9/18/19, 8:00 PM	(not yet started)
BPS 211 Weekly Live Sessions	9/25/19, 6:30 PM - 9/25/19, 8:00 PM	(not yet started)