



# HYFLEX TEACHING

## INSTRUCTOR'S GUIDE



### STARTING CLASS



- ☐ Arrive to the classroom early (~15 minutes) to ensure the hardware and software are ready to go.
- ☐ Connect the microphone you'll be using and open your presentation or materials.
- ☐ Enable waiting room ~15 min before the start of the lesson.
- ☐ As needed, use the touchscreen to adjust the camera to face the focal point of attention (you, the whiteboard, a demonstration, etc.).
- ☐ Start the Zoom session at least 5 minutes before class. After the first few students connect, make sure they can see and hear you.
- ☐ Have a TA or ask for a student volunteer to monitor the Zoom window for "raised hands" or contributions/questions via chat.
- ☐ Before you start recording the lecture, inform all students that the session will be recorded.
- ☐ Acknowledge and welcome your students, including those attending remotely.

### DURING CLASS



- ☐ Use the "Share Screen" button to share the content that is on the annotation monitor. Put all course content that you want to share on that monitor.
- ☐ Periodically check in with the student/TA monitoring the Zoom to address any questions or contributions (or technical issues).
- ☐ Alternate between in-person students and remote students when soliciting input from the class.
- ☐ Use various interactions to engage both face-to-face and remote students.
- ☐ It is recommended that students use [Iclicker Cloud \(Reef\)](#) (free for students) to respond to polls and in-class quizzes.
- ☐ Assume that students in class have only a cell phone and will only interact with Zoom students via the chat and moderator or online discussions.
- ☐ Students in class cannot have breakout sessions with remote students because of the noise level in the room.
- ☐ Refer to the [Student Interactions in a HyFlex Class](#) section for ideas on how to engage students in a HyFlex class.
- ☐ Read the [Teaching Synchronous Zoom Classes](#) webpage for ideas on how Zoom can be used for interactions
- ☐ For immediate assistance in the classroom please call (352) 392-6683. For other inquiries please [submit a request to Classroom Support](#).

### ENDING CLASS



- ☐ Refer students to any materials that are needed to prepare for the next session.
- ☐ Acknowledge the remote students in closing the class and confirm when they can exit the Zoom session.
- ☐ Before ending the Zoom session, check to see if any Zoom students want to stay after class to ask any questions. If so, disable recording.
- ☐ Announce when the URL to the recording will be posted and explain how students can access it.

### REMINDER: AFTER CLASS



- ☐ Share the URL to the Zoom recording with students.
- ☐ Write a follow-up email/Canvas announcement to students if needed (share resources or provide any other follow-up information that was brought up in class: URLs, suggested books, articles, etc.)

