

GUIDANCE FOR HYBRID CLASSES

Ex. ½ class meets on Tues in person / other ½ meets on Thurs in person. Supplemental video, materials and/or work are assigned on the opposite day.

Lecture capture:

- Record lecture in small segments, preferably 20 minutes or less:
 - Try to be engaging.
 - Total required viewing not more than scheduled class time it replaces.
 - Simple, succinct. If too complicated, message is lost.
- Class or case discussion when live.
- Record both live sessions.
- Zoom with audio and video on front of room (audio only for remote is not sufficient)
 - Record with auto-save to Panopto
 - Either monitor chat or assign student or TA.
 - Notetaker – how to connect w/o audio to prevent feedback
 - TA to setup Panopto to Canvas/TWEN link for easy access.
 - Remember: Not all will be able to attend even a hybrid class

Supplemental:

- Canvas or TWEN
 - Post materials used in class (PowerPoints, etc)
 - Link to recordings
 - Discussion boards
- Chalkboard or Dry Erase Board
 - TA or student to capture photos before each erase and end of class. Post to Canvas/TWEN.
- TA's create and manage major topic discussion boards.
- Show how to use any tools in the course (like cases or claims) in the first class or with a video.

Helpful hints:

- Avoid multiple emails – create meaningful modules in Canvas.
- Avoid lengthy emails.
- Do not embed lecture clips or videos into PowerPoints.
- Use video rather than just audio to be more personable.
- Look at the camera eye to make meaningful points.
- Do not make busy work. Look for meaningful work.