

HyFlex Teaching Tip I

Create a HyFlex Module in Blackboard

Students will require guidance and instructions on how and when to join a meeting, as well as how to participate. Add instructions on your Blackboard course and how to view the class meeting recordings.

Create a short Blackboard module that will prepare students to be remote when they cannot be in class. Add guidelines in the module that outlines student expected behavior. For example:

1. Explain when students should connect remotely to your class meetings. Include examples such as COVID quarantine or illness.
2. Outline how students should alert you that they will be remote. Have students email you at least 24 hrs. in advance of the class meeting.
3. Provide a persistent Zoom/Collaborate meeting link for the semester. Set the link so it will reoccur for each class meeting.
4. Provide links where students can test their mic, webcam, and test wi-fi speed before participating remotely.
5. Provide instructions on expected usage of video and audio. As an example, you may want synchronous students to keep muted, unless they are responding to a question.
6. Ask students to avoid logging in from locations with a lot of distractions.
7. Instruct students to log into the sessions at least 5 mins early.
8. Review the expected etiquette for asking questions in class and remotely.
9. Explain what students should do if you place them in a Breakout Room for an activity.
10. Provide instructions on how to locate the class meeting recording for students who cannot attend class or join remotely.

Blackboard Content and Resources

- If you plan to provide handouts, have digital versions readily available to share in Zoom or Collaborate.
- If you plan to have activities, consider how to create digital versions for your remote students. Have the files or assignments readily available on Blackboard.
- Avoid students using the mobile app to connect remotely. These have issues with viewing the share and opening files

For more HyFlex tips visit <https://ccri.edu/eco/explore/hyflex.html>