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How much input does an instructor have in the design of the class?

Will I be asked to teach again?

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classroom for a run-through before the first class to make sure it is compatible with what's in the classroom, and that the instructor knows what to do to get the class started, because there's a good chance that the Hyflex setup may be different from what the instructor is used to. Classes will often have an assistant who is present to help. Instructors who want someone to help with their Hyflex classes should contact the office well in advance to make sure a helper will be available.

When you teach a Hyflex class, you have to separate audiences: those in the classroom with you and those online. As you conduct your class, it is easy to forget the people online because you are looking at the people in front of you as you speak. To help the online students feel included, be sure to stand in front of the camera so they can see you. (The ceiling camera is pointed at the lectern, so if you move away from it, your online students can't see you.) You also can tell both the classroom and online students if or when you will make time for questions. In the case of questions from students in the classroom, be sure to restate the question. If the students in the classroom don't have microphones the people online can't hear the questions. Make sure when students ask a question, that they use a hand-held microphone.

About slideshows on Hyflex: Once the slideshow or anything else is shared, your online audience will not be able to see you. If the class is over and your document is still being shared, the online students won't know it's over because all they can see is the last slide. So remember to either stop sharing the slideshow or tell your students the class has ended.

Hyflex Instructor checklist

- **Conduct a practice session.** (See above)
- Begin to get ready to start the class (establishing the online connections) 10-15 minutes before the scheduled start of the class. It's a good idea to give yourself time to make sure everything is working smoothly.
- It's up to you to establish the rules for your class. On the first day, you tell students how you are going to take questions. For instance, you can say, after the fifth slide, I will stop for your questions. Or, if you want online students to mute their sound during your lecture, tell them. And if you want your students not to use the chat feature, tell them. Or if you want them to use it, there must be a class helper to monitor chat, because you'll be doing other things.
- If you have class handouts, email copies of relevant material to both in-person and online students a day or so before the class starts. You will receive a list of the email addresses of the people who have signed up for your class a few days before your class starts.

Class Feedback Form

Feedback Form

Feedback Form

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Member information protection policy

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Members' Image use and Opt-Out Policy

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