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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 kno hat to do to get the class started, beca se there s a good chance that the H e set p ma be different from hat the re sed to. Classes ill often ha e an assistant ho is present to help. Instr ctors ho ant someone to help ith their H e classes sho ld contact the office ell in ad ance to make s re a helper ill be a ailable.

When o teach a H e class, o ha e t o separate a diences: those in the classroom ith o and those online. As o cond ct o r class, it is eas to forget the people online beca se o are looking at the people in front of o as o speak. To help the online st dents feel incl ded, be s re to stand in front of the camera so the can see o . (The ceiling camera is pointed at the lectern, so if o mo e a a from it, o r online st dents can t see o .) Yo also can tell both the classroom and online st dents if or hen o ill make time for q estions. In the case of q estions from st dents in the classroom, be s re to restate the q estion. If the st dents in the classroom don t ha e microphones the people online can t hear the q estions. Make s re hen st dents ask a q estion, that the se a hand-held microphone.

About slideshows on Hyflex: Once the slidesho or an thing else is shared, o r online a dience ill not be able to see o . If the class is o er and o r doc ment is still being shared, the online st dents on t kno it s o er beca se all the can see is the last slide. So remember to either stop sharing the slidesho or tell o r st dents the class has ended.

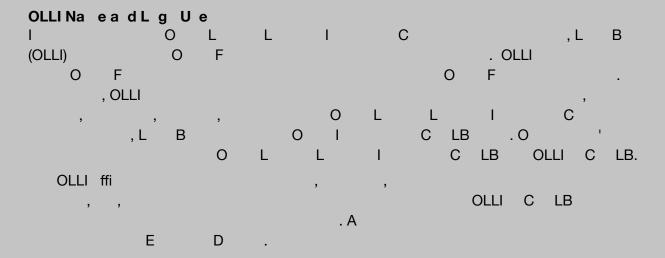
## **Hyflex Instructor checklist**

- · Conduct a practice session. (See abo e)
- Begin to get read to start the class (establishing the online connections) 10-15 min tes before the sched led start of the class. It s a good idea to gi e o rself time to make s re e er thing is orking smoothl.
- It s p to o to establish the r les for o r class. On the rst da, o tell st dents ho o are going to take q estions, For instance, o can sa, after the fth slide, I ill stop for o r q estions. Or, if o ant online st dents to m te their so nd d ring o r lect re, tell them. And if o ant o r st dents not to se the chat feat re, tell them. Or if o ant them to se it, there m st be a class helper to monitor chat, beca se o Il be doing other things.
- If o ha e class hando ts, email copies of rele ant material to both in-person and online st dents a da or so before the class starts. Yo ill recei e a list of the email addresses of the people ho ha e signed p for o r class a fe da s before o r class starts.

## Cla Feedback F

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**CSULB OLLI Policies** 

Civility and mutual respect

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