

HyFlex Class Checklist

Before the semester

- Review our [online resources](#) beginning with the [overview](#) and complete all required HyFlex training.
- If needed, learn more about Zoom by [completing 1:1 training](#) or [watching on-demand videos](#).
- Visit your assigned classroom, or a similar room, to familiarize yourself with the equipment and complete a practice session with IT staff.
- Modify your Blackboard activities, and assessments to ensure all students have an equitable experience.

Before class

- Share class materials, like slides or handouts, in Blackboard so remote students can access them.
- Arrive early to get setup and turn on the necessary equipment. *This could include the computer, projector, document camera, or rear TV (if applicable).*
- Open any documents or software that you will use during class. *To view the document camera, double click the "Doc cam" icon on the desktop and the live camera view will open in a browser.*
- Place items you will share on the interactive monitor labeled "Projector/Share screen." Place other content on the monitor labeled "Primary/Rear TV."
- Sign in to Zoom at least 5 minutes early to start your class meeting. Use the control panel in the room to select an initial camera view and microphone area. Change your video input in Zoom if needed.
- After a few students join, make sure you can see and hear one another.

Starting Class

- Greet your in-person and remote students as they arrive. Tell them where to find resources during class.
- Tell participants if you are recording the class. In Zoom, select **Record to cloud** for the best experience.
- Put all course materials you want to share on the interactive monitor labeled "Projector/Share Screen."
- When sharing content, turn on the projector for in-person students and use the "Share screen" button in Zoom for remote students.

During class

- During transitions, change your camera view, microphone area, or start/stop screensharing as needed.
- Encourage your students to speak up if you forget to share something with them.
- Take frequent breaks. Provide many opportunities for students to ask questions or get clarification.
- Monitor Zoom for chat comments, students in the waiting room, reactions, or raised hands.
- Solicit input from remote and in-person students throughout class. Use a variety of activities to keep all students engaged.

Ending class

- Before you leave Zoom, check to see if your remote students have any other questions for you.
- End your Zoom meeting and turn off the A/V equipment in the room (document camera, projector, etc.)
- Close all open programs and sign out of the computer.

Tech support

For **urgent** classroom support: Call 614-287-4357 (HELP)

All other support: 614-287-5050