

# HyFlex Teaching Guide

**What is HyFlex?** Hybrid flexible (HyFlex) delivery is simultaneous online and face-to-face synchronous teaching. It can be done anywhere with a webcam and a microphone, but the Hyflex rooms can provide a richer experience for learners.

## »» What are the differences between a HyFlex and a basic room setup?

|                      | HyFlex teaching room                                               | Basic teaching room                         |
|----------------------|--------------------------------------------------------------------|---------------------------------------------|
| <b>Main device</b>   | PC at lectern<br>2 monitors                                        | PC at lectern<br>1 or 2 monitors            |
| <b>Screen(s)</b>     | Multiple screens around the room<br>Some touchscreen displays      | One or two screens at the front of the room |
| <b>Camera(s)</b>     | Pan tilt zoom (PTZ) camera at the back of the room<br>Webcam on PC | Webcam on PC                                |
| <b>Microphone(s)</b> | Array microphones around the room                                  | Boundary microphone at the lectern          |
| <b>Speaker(s)</b>    | Speakers around the room                                           | Speakers at the front of the room           |

## »» Techniques for Good Practice

### Effective HyFlex Pedagogy

#### **Design for online**

Design the session to be engaging for online learners and leverage technology to include in-class participants.

#### **Technology for equivalency**

Padlet, Poll Everywhere, Kahoot, PowerPoint and OneNote are examples that can be used by all participants in a hyflex session.

#### **Breakout rooms for group work**

Use the Breakout rooms function in Teams to place online participants into groups. Plan for online discussion and set clear expectations and time limits.

#### **Scenario/problem-based learning**

If appropriate to your discipline, these types of tasks promote active learning, provide real-world context and relevance, enable higher order thinking and can be tackled by both in-class and remote participants.

#### **Allow time for response to questions**

It is difficult to quickly gauge the understanding of online learners, and/or their willingness to respond to questions. Therefore, providing time enables participants to think and respond in the Teams chat.

#### **Active collaborative learning – use screen share**

Encourage active learning and collaboration – in-class learners can join the Teams call (on mute) and can share their work.

### Effective Class Management

#### **Establish etiquette and expectations in the first session**

Camera on/off? Microphone on/off? Chat or hands up? Try to promote a culture of 'cameras on', to create a sense of community and to build engagement. Involve learners in expectations to ensure ownership.

#### **Post materials on Moodle ahead of the session**

This enables online participants to access the materials if there is a connectivity issue during the session.

#### **Nominate a “voice of the chat”**

Choose an in-class learner to articulate questions and comments from the Teams chat throughout the session.

#### **Pre-load all necessary tabs and files**

#### **Be clear with instructions and set time limits for tasks**

#### **Repeat in-class participant questions and statements**

**Regularly address online learners directly** - Look directly into the camera to address learners. Return to the grid of online participants on Teams. (ALT+TAB to move between windows)

**Digital whiteboarding ideas** - For touchscreen displays – use the inking feature in PowerPoint on a blank slide. For non-touchscreen displays – join the Teams call on a second device (with a rear camera) and position the device to display a physical whiteboard OR join the Teams call on a second device (with a touchscreen) to use an online whiteboard tool.

#### **“Zig-Zag” planning, but be mindful it’s one cohort**

Set one group of learners an independent task to complete whilst you work closely with the other group. However, remember the importance of community and not always splitting the online and in-class groups.