

## Hope for the best, plan for the worst

### BE PROACTIVE TO PREVENT COMMON MISTAKES

#### IF

#### THEN

#### BE PROACTIVE

You forget to record part (or all) of a synchronous lecture/meeting

- if it's a small part, **consider re-recording later** and posting
- if it's significant, consider **recording a condensed version of highlights** with info pertinent to assessments
- alternatively, you could **provide a written summary** of what was said (i.e., the stuff on the exam)

**Make it everyone's responsibility to remember to record!** Tell students to interrupt you if you start up without recording - it is easy to forget, especially after breaks and other classroom activities!

You forget to post lecture to Brightspace or encounter technical problems with recordings

- extend the deadline for any associated assignment** for the cleanest solution - you're probably already stressed enough!
- post the lecture ASAP** - usually not a big deal unless time-sensitive assignment pending viewing

**Give 48-72 hours minimum to 'respond to' something** from a given lecture to avoid tight timelines. **Give yourself more leeway** by saying lectures will be posted **within 24 hours** and set expectations early (i.e., in course outline & first class).

You are falling behind in the delivery of your content

- condense or remove** a lecture
- assign **1-2 self-directed lectures** and have students respond somehow
- schedule **review sessions** to further discuss condensed/missing content

**Schedule 'catch-up' lectures** - at least 1, but 2 is better, and think early on about which lectures you could condense or remove if need be.

Students are disgruntled about your HyFlex course structure

- remind them growing pains always accompany progress**, and that while all teaching models have challenges, the goal of HyFlex is to improve access to a positive and engaging learning environment for as many students as possible.

In your course outline, dispel the mystery of HyFlex by clarifying (1) **what it means for students in your course**, and (2) **why you have chosen this modality**. Ask students with concerns to email you ASAP to discuss their options, which may include switching sections, or taking the class another time.