HYFLEX TEACHING

Hope for the best, plan for the worst

BE PROACTIVE TO PREVENT COMMON MISTAKES

IF

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)

THEN

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!

IF

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

THEN

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).

IF

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

THEN

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.

IF

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.

THEN

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.