

Creating Hybrid (Room and Zoom) Courses

This guide was created to help instructors prepare for teaching in the classroom while accommodating remote students in a way that is as feasible and simple as possible. We want to help you prepare high-quality experiences for all students.

Preparing for the Semester

Develop Your Content

- Post all course content and information on Canvas.
- Provide all lecture materials (videos, slide decks, and/or handouts) on Canvas.
 - Use ScreenPal and Kaltura to create videos by viewing [How to Record a Video Lecture](#)
- [Create a shared Google Doc](#), or other digital document, where students collaborate to draft notes that capture all classroom discussions/sessions and [add links to Canvas](#).
- Include links in your course to [Canvas user guides and other technology tutorials](#) for students.
- Ensure all content is accessible ([Start with the 7 Core Skills](#)), including your [Canvas site](#).

Assign and Assess

- Plan activities and assignments so that on-campus and remote students have equal opportunities for participation.
- Share the schedule of activities and assignments with students in advance of, or at the start of, the semester.
- Use Canvas for [all graded activities](#)--provide assignment directions and require all students to submit assignments through Canvas.
- Use the built-in [due date](#) and calendar features of Canvas to help students stay on track.
- Use [Canvas Gradebook](#) to provide grades and [feedback on all assignments](#).

- Create quizzes and exams [using Canvas Quizzes](#) or consider using other assessment methods, such as a capstone project, [video presentation](#), or research paper.

Once the Semester Begins

Communicate

- Tell students how to proceed successfully through the course (e.g., orientation video, written guide).
- Share with students how and when they can reach you.
- Configure [Canvas notifications](#) and prompt students to do the same.
- Provide all assignment and activity directions within your syllabus and on Canvas.
- Post all announcements to students using the [Announcements](#) feature of Canvas.
- Provide links and the schedule for any Zoom class sessions for all students via Canvas.
- Maintain virtual office hours via Zoom and provide the schedule with links on Canvas.
- Clearly articulate to students their responsibility to communicate attendance plans and any changes that may arise.

Use Engagement Strategies

- Use online polls or surveys to gain insights from all students.
- Provide spaces for backchannel communications among students (discussion board, online chat, etc.).
- Use [Canvas Groups](#) to allow for more robust conversations with small student groups.
- Use active learning activities that include all students.
 - Fishbowl, a class discussion format featuring an in-depth small group discussion that is observed by the larger class group and designed to highlight multiple points of view.
 - Jigsaw, a peer-learning activity wherein assignments are broken into parts and students are divided into groups to solve the “puzzle.”
 - Hybrid pair work, where in-person students are paired with remote students to collaborate on a task or solve a problem.

Example Scenarios

Room and Zoom

In this scenario, you are teaching on campus and have some students who are joining remotely. The remote students **are able to join** a Zoom meeting during regular class time.

1. Post a link to the [Zoom meeting](#) in Canvas.
2. Connect your laptop to the classroom projection.
3. Aim your laptop webcam at your face. Plan to stay near the laptop so you are picked up by the microphone and camera built into the laptop.
4. Launch the Zoom meeting and share your slides using the Share Screen option.
5. [Record the Zoom meeting](#) to your computer.
6. Ask remote students to post questions in the [Zoom Chat](#).
7. Repeat questions from the room out loud so they are included in the meeting recording.
8. Stop recording prior to ending the Zoom meeting.
9. Upload the recording to Kaltura MediaSpace and share it with students on your Canvas site.

Room and Recording

In this scenario, you are teaching on campus and have some students who are joining remotely. The remote students are **not able to join** a Zoom meeting during regular class time.

1. At the start of class, connect your laptop to the classroom projection.
2. Aim your laptop webcam at your face. Plan to stay near the laptop so you are picked up by the microphone and camera built into the laptop.
3. Launch [ScreenPal](#) (formerly Screencast-O-Matic). Choose to record your desktop and webcam.
4. Launch your slide presentation.
5. Start recording and begin the class.
6. Repeat questions from the room out loud so they are included in the recording.
7. Stop the recording when appropriate.

8. [Upload the recording to Kaltura MediaSpace](#) and share it with students [on your Canvas site](#).

Where to Go for Help

For more information visit the [CEHD Resources for Teaching website](#) or contact the CEHD Digital Education and Innovation at deiteam@umn.edu.

References

- [Active Learning in Hybrid and Physically Distanced Classrooms, Vanderbilt University](#)
- [Guidelines for Teaching Courses Enrolling Both Face-to-Face and Remote Students, University of Minnesota](#)

Help us improve our resources. Take this [one-minute survey](#).