

Recommendations for Class Notes by Class Type

Hybrid:

- Meeting days/times and room number if different than what is listed in the schedule, otherwise “will meet on days/times listed on the schedule”
 - List in-person and virtual meeting days/times
- Proctored assessment requirements
 - Specify if in-person/remote testing is required
- Technology requirements - webcam, microphone, etc.
- Textbook and course material requirements - students may have to purchase physical and/or electronic books and/or other course materials.
 - IncludeEd/Follett Access, if applicable
 - ISBN, if applicable

HyFlex:

- Meeting days/times and room number if different than what is listed in the schedule otherwise just “will meet on days/times listed in the schedule”
 - List in-person and virtual meeting days/times
 - Specify whether students can take the course 100% asynchronously
- Proctored assessment requirements
 - Specify if in-person/remote testing is required
- Technology requirements - webcam, microphone, etc.
- Textbook and course material requirements - students may have to purchase physical and/or electronic books and/or other course materials.
 - IncludeEd/Follett Access, if applicable
 - ISBN, if applicable

Virtual Asynchronous:

- This course meets entirely online with no scheduled meeting times.
- Proctored assessment requirements
 - Specify if in-person/remote testing is required
- Technology requirements - specify if webcam and microphone are needed for audio and video capabilities.
- Textbook and course material requirements - students may have to purchase physical and/or electronic books and/or other course materials.
 - IncludeEd/Follett Access, if applicable
 - ISBN, if applicable

Virtual Synchronous:

- Meeting days/times
- Proctored assessment requirements
 - Specify if in-person/remote testing is required
- Technology requirements - specify if webcam and microphone are needed for audio and video capabilities.
- Textbook and course material requirements - students may have to purchase physical and/or electronic books and/or other course materials.
 - IncludeEd/Follett Access, if applicable
 - ISBN, if applicable

In-Person/On-Campus:

- Technology requirements - i.e. specific software, webcam, microphone, etc.
- Textbook and course material requirements - students may have to purchase physical and/or electronic books and/or other course materials.
 - IncludeEd/Follett Access, if applicable
 - ISBN, if applicable

*** Proctored Assessment Information:

- Statement from the Distance Learning Procedure:

Department leads or Dean, if no Department lead available, should collaborate with faculty within each discipline to make proctored examination decisions by course.

- If proctored assessments are required for a virtual, hybrid, or hyflex class, they may be taken at the BRCC Testing Center, or at any other college, university or military testing center. Alternatively, faculty may allow the use of one of the remote proctoring services, such as Respondus Lockdown Browser and Video Monitoring or RPNOW.

- [Proctoring Procedures Document](#)