Welcome to the session!
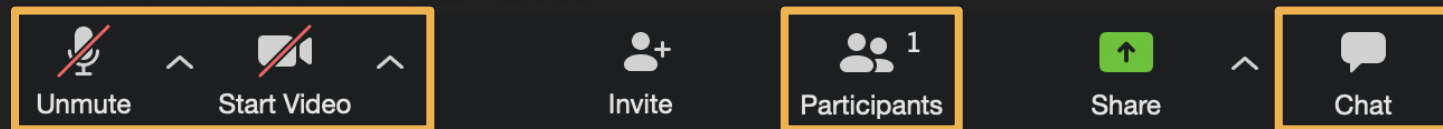
We will start at 12:30pm. Before then, please open Participants and rename yourself with your full name and department.

Open the Chat and say hi.

O Online participants: Start Video.

O In-person participants: log in to Zoom if you wish via https://polyu.hk/WQiqt or scan the QR code. Mute your mic and turn volume off!

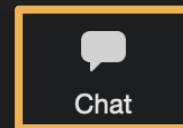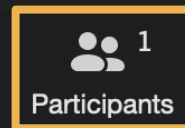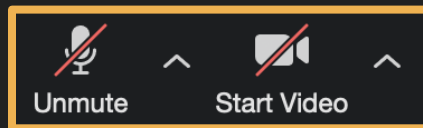# Kickstart your Hybrid Teaching: Basics

Darren Harbutt, K. P. Mark [EDC]

Pony Ma [ITS]

7 July 2021

Welcome to the session!

○ Online participants: Start Video.

○ In-person participants: log in to Zoom if you wish via https://polyu.hk/WQiqt or scan the QR code. Mute your mic and turn volume off!

Learning outcomes

By the end of this session, you will be able to:

O Plan your first Hybrid lecture

O Incorporate elements such as slides, video, shared screen, visualizer

O Incorporate both F2F and online Q&A sessions

O Locate (online) guidelines and help/support

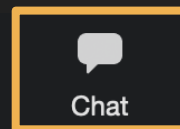# Outline

- Initial Hybrid context via a 'Hybrid lecture'
- Whole group discussion: F2F and online questions and answers
- Next step: taking it beyond "teacher talking time"
- Whole group discussion
- Technical presentation and considerations
- Q&A

Questions?

If you have any questions during the session, there will be time for you to ask them:

O In-person participants: Raise your hand

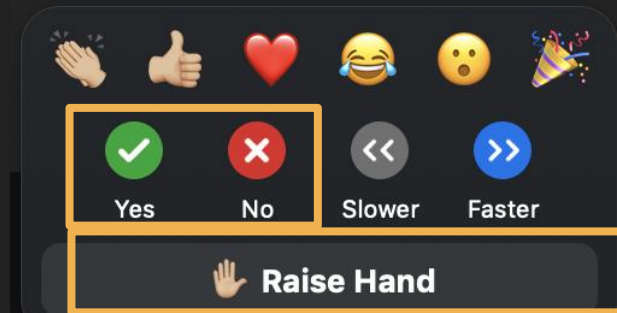O Online participants: Use your microphone or type them in the chat.

Instant reactions and constant questions...?

Students read statements on the screen and use the Yes/No reaction icons to say if they think they are true or false:

e.g. Online teaching gets easier with practice.

I am going to close the chat for 10 minutes, as you may also do if you do not have classroom support and would prefer to control the question flow a little. Students could notify you of audio problems by raising their hands virtually.

What is Hybrid teaching?

[Online chat is currently closed and will reopen soon]

- Teaching face-to-face students and online students simultaneously from the classroom
- Online students join via Blackboard Collaborate Ultra, Teams or Zoom
- Recordings of the online session are later made available e.g. via Blackboard
- 100% "lecturer talking" is not desirable but Hybrid is a big ask for teachers, especially for the first few lessons – I'd advise keeping it simple and increase interactivity as you gain experience
- Focus on the F2F or the online students…? How can I make students come to class?
  - How can students hear/see you?
  - Will all students use a computer?
  - How will you arrange group work?
  - Will I get a TA to help?
  - Can students help?
- In the HyFlex Model, all students should have access to quality learning and should achieve the desired learning outcomes regardless of the modality they choose – wow!

First steps in Hybrid teaching
[Online chat is currently closed and will reopen soon]

- Choose a Videoconferencing (VC) platform you are comfortable with (Collaborate, Teams, Zoom)
- Find out what classroom assistance you need/will get and plan accordingly
- Tell F2F students to bring laptops if you wish (mute / no volume)
- In the classroom, open up Blackboard and your VC tool
- Choose a mic(s) and make sure it can be heard (they are automatically connected to your VC tool, so if your F2F students can hear, so should your online students)
- When you show slides, use the 'Share Screen' function from your VC tool
- Control/limit online chat if you think this is a good idea
- Don't use a real whiteboard – visualiser or an online whiteboard can be seen by all
- For F2F questions, hold the mic yourself or paraphrase the question over the mic for the online audience (don't hand over the mic if you don't want to)
- Be mindful of where the camera is - be realistic about how much eye contact you can make, there are other ways to include both audiences
- Plan carefully regarding transmission v interaction

Remember, what we are doing now is participating in a Hybrid session…

'Pin' a participant and 'Stop sharing' so the video feed changes from small to big

Initial questions?

[I'm going to open online chat!]

- Share your comments/questions but please try to limit it to what we have seen so far (remember, more techniques and a technical walkthrough are coming up later, with plenty more opportunities to ask questions and share thoughts)

- I will ask F2F participants to raise their hands. Meanwhile, the online audience can write their questions/comments and I will come to them afterwards.

- You could introduce the idea of expected behaviour during online lessons

  - Remember good etiquette – no swearing or insulting comments in the chatbox please. For collaborative activities, please participate respectfully and don't knowingly damage activities.

  - Remember that everything you type is visible to all participants. To avoid any embarrassment, please don't direct comments to me only (direct them to 'Everyone') as they may end up being shown by mistake

Hybrid resources

EDC has collated some resources for Hybrid Teaching from our eLearning website which can be found at https://www.polyu.edu.hk/elearning/index.php

- Hybrid Teaching resources reside at https://www.polyu.edu.hk/elearning/teacher-support/hybrid-teaching/ . This page is being updated on a regular basis to include newly developed resources.

ITS resources

Resources on the ITS Online Teaching Delivery website:

- Instructor guide using [Zoom], [MS Teams] or [Blackboard Collaborate Ultra]

- AVIT Teaching Facilities in Classrooms

- Webinar: [in Cantonese] and [in English]

- More to come… We are actively producing handy guide for hybrid teaching in classroom
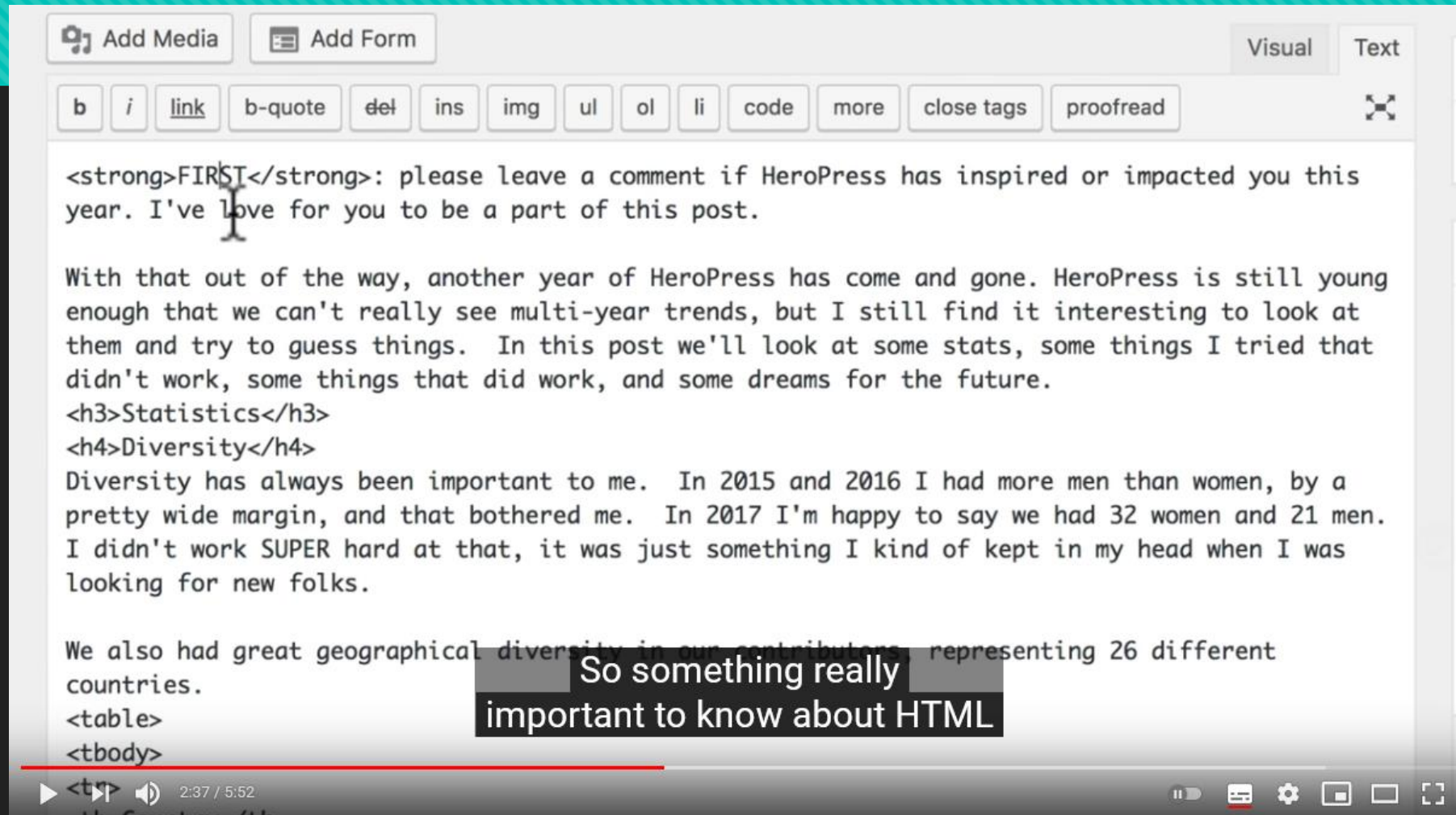
A Sample Lecture
Understanding HTML (5 minutes)

What to see?

- In the next 5 minutes, we are going to deliver a hybrid class. We will:
  - Play a video in the class
  - Use a programming tool in real time
  - Annotate/ draw on a piece of paper
- We will also share some skills to effectively use these tools

What is HTML?

○ In General, HTML is the standard markup language for creating Web pages.

○ HTML describes the structure of a Web page

○ HTML consists of a series of elements

○ HTML elements tell the browser how to display the content

○ HTML elements label pieces of content such as "this is a heading", "this is a paragraph", "this is a link", etc.

https://www.w3schools.com/html/html_intro.asp

How HTML works?

https://www.youtube.com/watch?v=u0OeZfIfBRI (1:20 – 3:15)

HTML Simulator

- In this demonstration, we will explain how the common tags are used for:
- Headings <h1>, <h2> etc.
- <color>

https://www.w3schools.com/html/tryit.asp?filename=tryhtml_default

Debugging

In a hybrid class

I need to make sure I use the <u>microphone</u> when I am speaking.

I also need to make sure I use the <u>visualiser when I write something.</u>

- Refer to the piece of the student work on the visualiser, can you tell why the web page cannot be seen with the expected layout?

What applications have we used?

- Playing a video (using Shared Screen and Audio in Zoom)
  - Pay attention when you share computer audio
- Simulation on a computer (Using Shared Screen)
  - Share the whole screen can be easier in some cases
- Visualiser (Using the App)
  - Use different colours of pens

Q & A (Part II)

PolyU classroom facilities at a glance in new AY

- GT room capacity < 50
    - Smart Panel in P core 3/F
    - Teaching PC, visualiser, webcam, mic-in, projector
- GT room capacity ≥ 50
    - Teaching PC, visualiser, ceiling cam, ceiling / wireless mic, projector / LCD display (N101-103, BC402)
- Lecture Theatres
    - Teaching PC, visualiser, ceiling cam, wireless mic, projector

ITS Demonstration by Pony

- Start using teaching PC in classrooms
- Using LEARN@PolyU
- Using Visualizer App

Intensive upcoming workshops from ITS

○ Starting in late July

○ Delivery workshops every other day on average, targeting CLO, DLTC members, teachers, teaching assistants, student helpers

○ Online workshops on LT, GT>=50, GT<50, traditional and using Smart Panel

○ On-site demonstration on sample classrooms (in current planning):

  ○ LT: FJ304

  ○ GT >=50 ceiling mic + ceiling cam: CD301

  ○ GT<50 traditional: R503

  ○ GT<50 Smart Panel: P306

IT Services

➢ Classroom support service at Intercom located at the lectern or 27666302

➢ VC tools: your CLO or 27665900

➢ Other IT issues: IT HelpCentre

☎ 27665900

65779669

💻 www.polyu.edu.hk/hots

➢ Blackboard quota (4GB) is full and need more space – 5900 can help you

EDC WhatsApp Service +852 57177377

- An effective channel to reach EDC

- Very popular during various periods of campus closure

- Even after office hours you can leave messages and photos to us

- Scope of service: pedagogical consultation, e.g., advice on planning hybrid teaching activities etc.

Q & A