Planning Guide for Hybrid Classes

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BY MCAEL GRANT PARTNERS

Ask yourself the right questions

Choose your model

Instructional Design

Using Technology

Ask Yourself the Right Questions

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	Fill out the answers to your questions below
Why are we considering offering hybrid classes?	
What is our intended outcome for offering hybrid classes?	
What administrative and technical capacity do we have to do hybrid classes?	

💡 Thoughts from Peer Programs

Hybrid classes...

- Accommodate instructor and learner preferences for attending in person or online
- Create a solution for limited in person class space
- Offer more affordable options for programs
- Can help increase learner retention

Choose Your Model

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	Fill out the answers to your questions below
How many learners can we accommodate in person?	
What is the maximum number of online learners per class?	
Will our instructor be online or in person?	
Will we permit learners in hybrid classes to choose if they will attend in person or online from class to class?	

☀ Advice from Peer Programs

- Have students determine preference for in person or online attendance when registering for hybrid classes
- Allow learners to attend in person or online from class to class
- Set a cap for both the number of students you can accommodate in person and how many online

Instructional Design
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	Fill out the answers to your questions below
How will we prepare instructors to teach hybrid classes?	
How will we prepare learners to participate in hybrid classes?	
How will we modify lessons for both audiences?	

Advice from Peer Programs

- Strive for equal engagement for in-person learners and online learners
- Recognize that in-person and online learning are different experiences
- When selecting in-person activities and tools, find an equivalent (but not necessarily identical) activity online
- Provide instructors with tools and training for teaching hybrid classes
- Slowly introduce instructors and learners to new digital tools
- Create opportunities for in-person learners to interact with online learners

Using Technology

BY MCAEL GRANT PARTNERS

|	Fill out the answers to your questions below
What audio and visual technology will we need for our in person site?	
Who on staff could troubleshoot technology issues?	
Are the instructors comfortable with the technology that will be used?	
Do learners need additional training on the technology they will use for class?	

Advice from Peer Program

- Use the resources currently available to you when starting hybrid classes
- Unmute one device at a time to minimize audio interference
- Use a centralized microphone in person when available
- Take time to introduce technology to learners before using it in the classroom
- Use digital visual presentations to share with students who are in person and online simultaneously
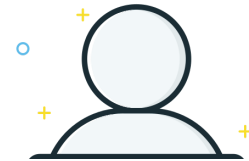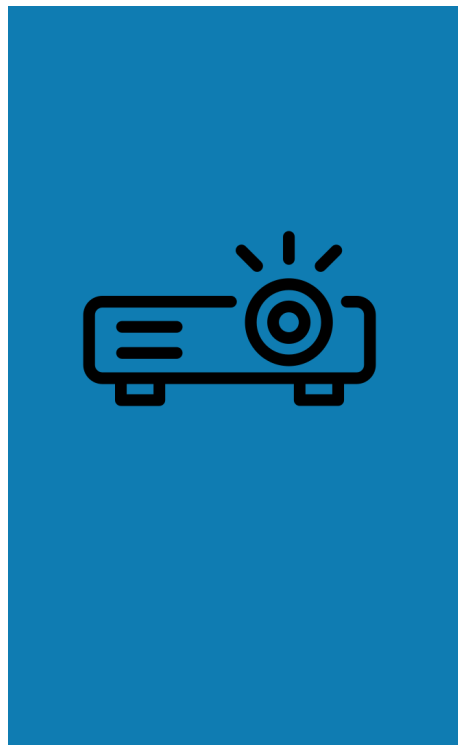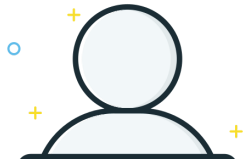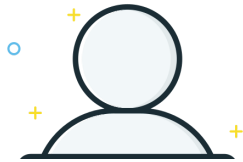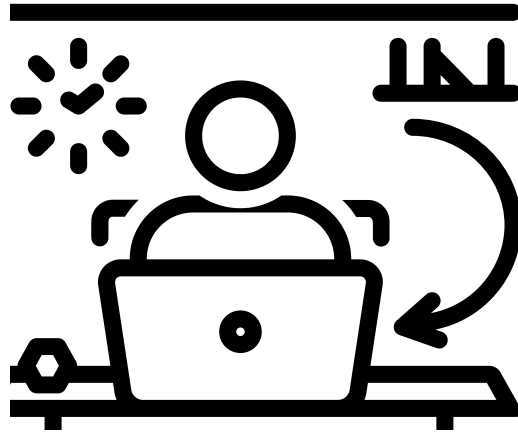
Catholic Charities Hybrid Classroom Set Up

- The instructor is in the classroom.
- The classroom has a laptop that faces the instructor and the white board.
- There is a projector with a built in microphone.
- Students are virtual and in person.
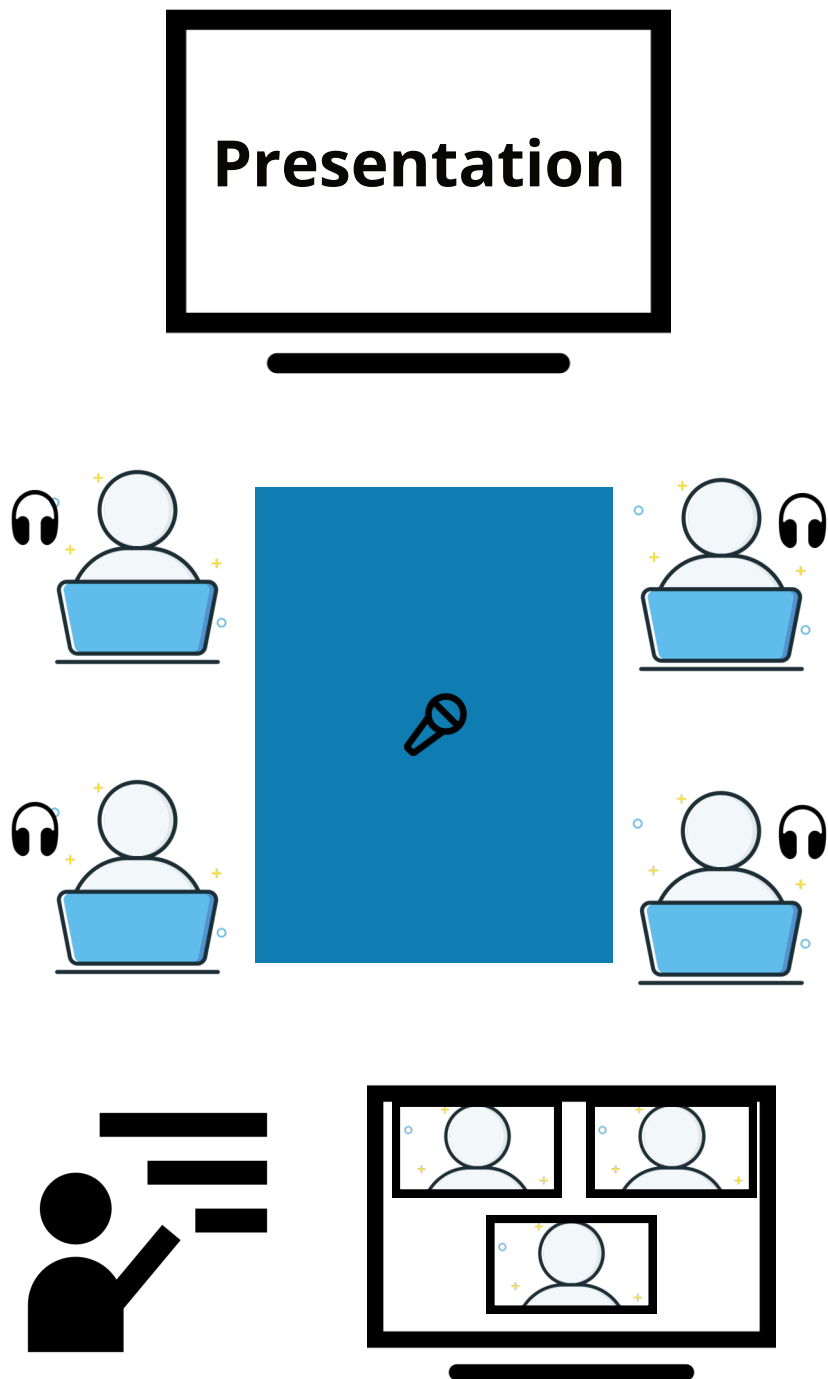
Presentation

Classroom 2 Community Classroom Set Up
- The instructor is in person.
- There are two TVs. One TV shows the class presentation. One TV shows the online learners.
- The instructor has a station with a desktop computer or laptop and docking station/ hub to coordinate the use of classroom technology.
- Each in person learner has a laptop and headphones and is logged into Zoom.
- A centralized or Bluetooth microphone is used.
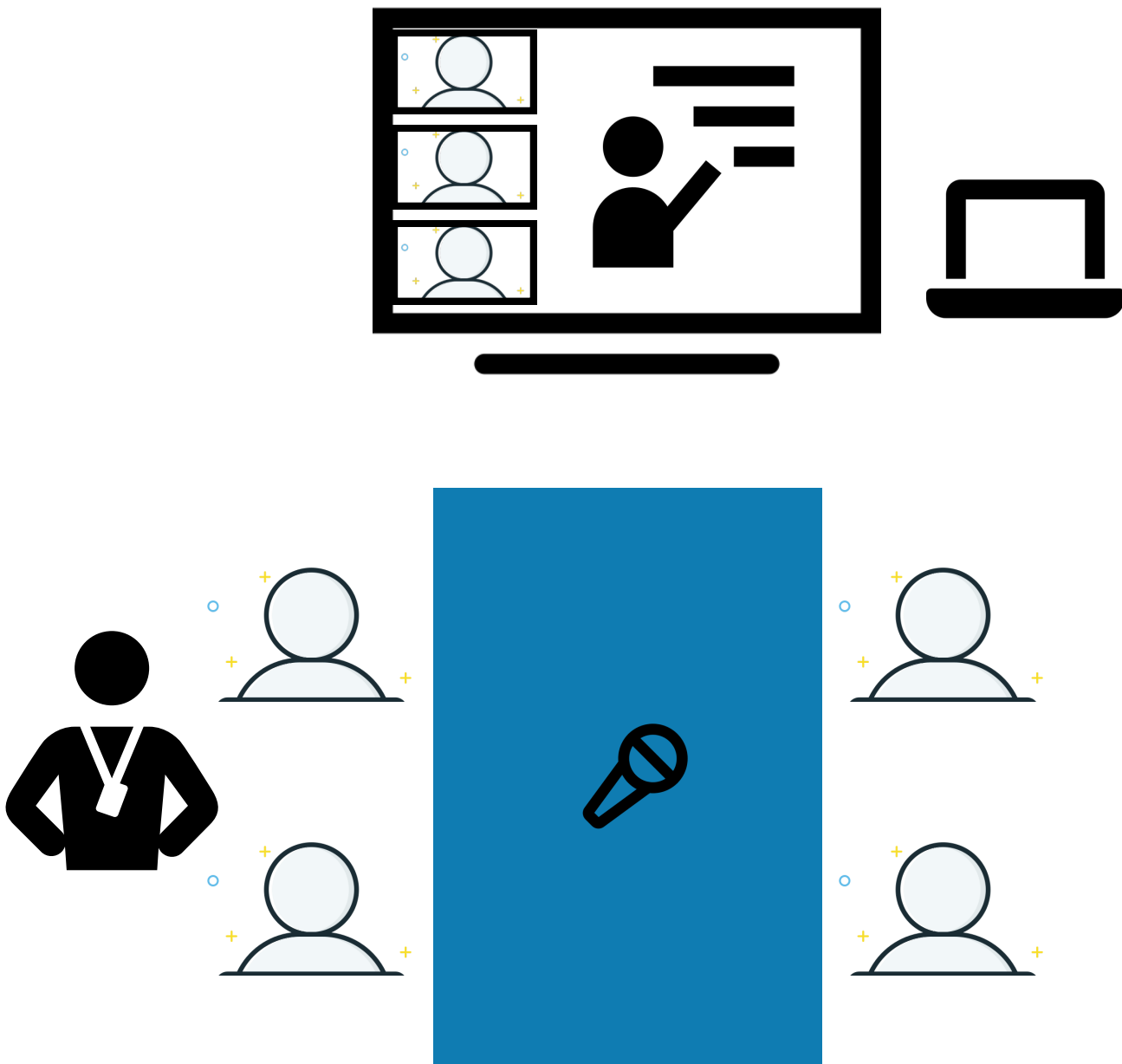
Community Reach of Montgomery County Classroom Set Up
- The instructor is online.
- The classroom has one TV.
- A laptop is connected to the TV.
- The TV shows the teacher's presentation and online learners via Zoom.
- A microphone is placed centrally on the table in the in-person classroom.
- An in-person teacher assistant is available to provide learner and tech support.
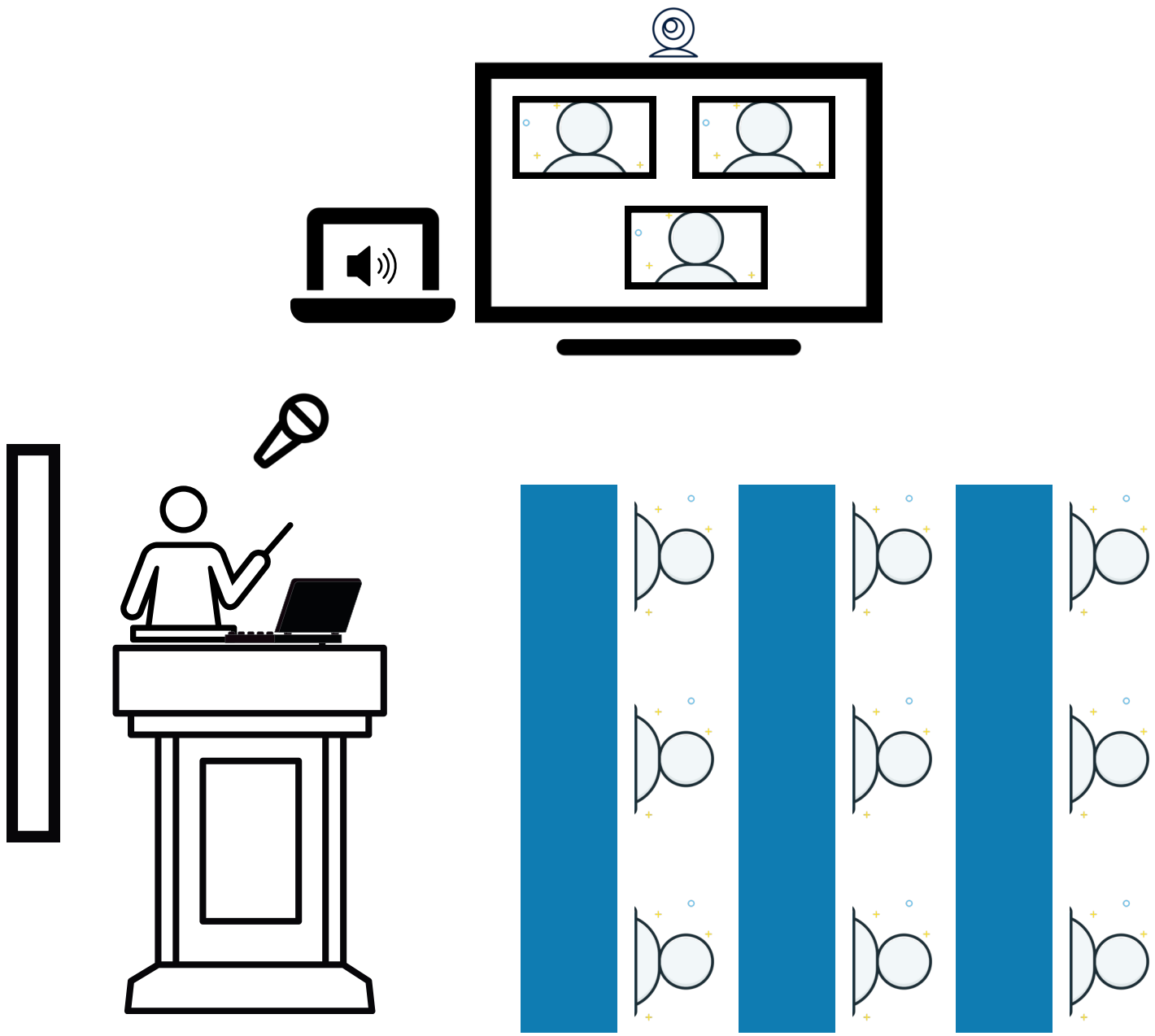
Ana A Brito Classroom Set Up

- The instructor is in person.
- There are two computers in the classroom.
  - The first computer is next to the television and displays the classroom; all of the audio comes from this computer.
  - The second computer projects the teacher and any screensharing that takes place.
- The whiteboard is set up behind the teacher in view of the camera.
- A portable microphone is used to amplify sound and can be brought to a student if needed.

Acknowledgements

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