

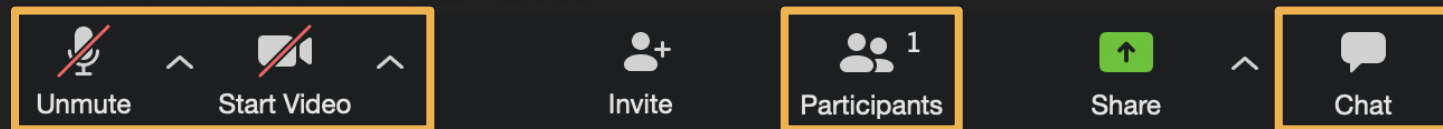
Welcome to the session!

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.

○ **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!



Kickstart your Hybrid Teaching: Basics

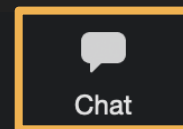
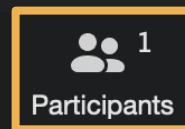
Darren Harbutt, K. P. Mark [EDC]

Pony Ma [ITS]

24 August 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:

- Plan your first Hybrid lecture
- Incorporate elements such as slides, video, shared screen, visualizer
- Incorporate both F2F and online Q&A sessions
- Locate (online) guidelines and help/support

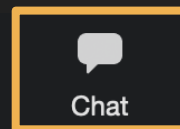
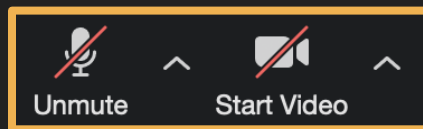
Outline

- 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:

- **In-person participants:** Raise your hand
- **Online participants:** Use your microphone or type them in the chat.



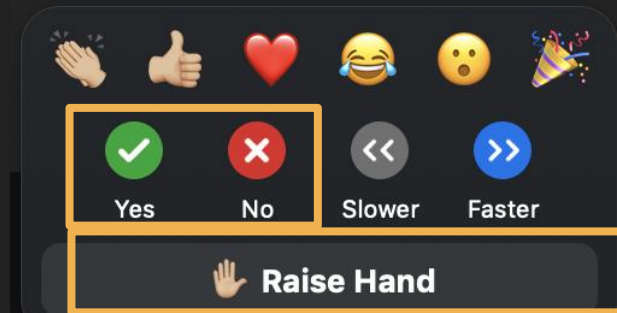
End Meeting

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](#):

- [Hybrid Teaching webpage](#)
- [Instructor guide using \[Zoom\], \[MS Teams\] or \[Blackboard Collaborate Ultra\]](#)
- [AVIT Teaching Facilities in Classrooms](#)
- [Using AVIT facilities: \[in Lecture Theatres\] and \[in General Teaching Rooms\]](#)
- [Use of notebooks and visualizers](#)
- [FAQs on hybrid teaching](#)
- [ITS contact for your department](#)
- [Class Attendance Application User Guide](#)
- More to come... We are actively producing handy guide for hybrid teaching in classroom



Facilitating Interactive Engagement in Hybrid Teaching

Return



31 August 2021 (Tue) 10:30-12:00

Venue: Online via Zoom/CD302

Moving beyond a basic 'how to' session, this hybrid workshop is an opportunity to explore and experience tools, techniques and activities that you can use to maximise interaction and engagement in your hybrid classroom.

Please note that classroom footage and the online recording from this workshop will be used to create an instructional video about hybrid teaching.

Facilitator: Dave Gatrell (EDC)

How well-
prepared are
you for hybrid
teaching?

Go to www.menti.com and use code **5289 2702**



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

Focus on the AVIT equipment and skills used for delivery

New: Ceiling mic

What is HTML?

Sharing a slide is quite straightforward.

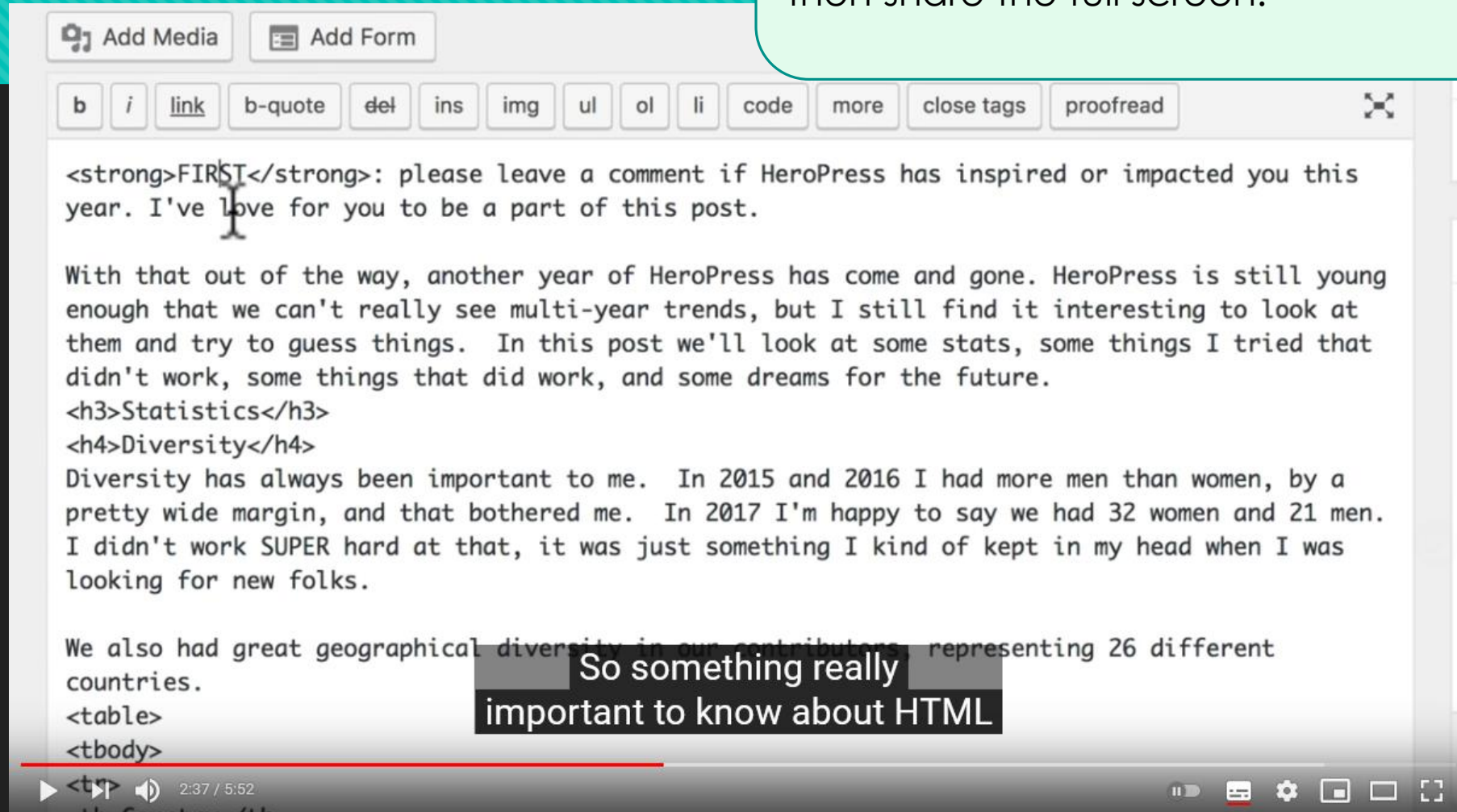
In this case when you are only sharing a slide, you can share the PowerPoint application (instead of full screen) on Zoom.

- 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.

How HTML works?

Playing short video in Zoom is possible.

However you must share the computer audio, and then share the full screen.



The screenshot shows a video player interface. At the top, there are two buttons: "Add Media" and "Add Form". Below these is a toolbar with various text formatting options: **b**, *i*, link, **b-quote**, ~~del~~, **ins**, **img**, **ul**, **ol**, **li**, **code**, **more**, **close tags**, and **proofread**. The main content area displays HTML code and text. The code includes `FIRST` and `<h3>Statistics</h3>`. The text reads: "please leave a comment if HeroPress has inspired or impacted you this year. I've love for you to be a part of this post." Below this, it says: "With that out of the way, another year of HeroPress has come and gone. HeroPress is still young enough that we can't really see multi-year trends, but I still find it interesting to look at them and try to guess things. In this post we'll look at some stats, some things I tried that didn't work, some things that did work, and some dreams for the future." The video player control bar at the bottom shows a play button, a progress bar at 2:37 / 5:52, and various icons for volume, settings, and full screen.

So something really important to know about HTML

HTML Simulator

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

You may use a browser to open a new web page, or even open a simulator program on your computer. Remember to share the full screen.

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

Debugging

Use a visualizer if you need to draw. Do not use the whiteboard.

You can also use the computer screen flexibility to show both your drawings and a computer screen

In a hybrid class

I need to make sure I use the microphone when I am speaking.

I also need to make sure I use the visualiser when I write something.

- 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

	Audio	Video	Others
31 <u>Lecture Theatres</u>	Wireless MIC, goose MIC	Ceiling CAM	Visualizer, USB extension for presenter and USB drive
64 <u>GT > 49 seats</u>	wireless MIC / wired MIC, Ceiling MIC	Ceiling CAM, web CAM	
71 <u>GT < 50 seats</u>	Wired MIC	Web CAM	
	All MIC audio, camera video, and visualizer integrate to classroom PC and video conference software		

ITS Demonstration

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

Upcoming workshops from ITS

Instructors Webinars

Topic	Date	Time	Language	Online access links
Conduct hybrid mode teaching delivery at GT/ LT using Blackboard Collaborate Ultra	- 25 Aug	9:30 AM – 11:00 AM	Cantonese	Join Microsoft Teams Meeting
	- 25 Aug	2:30 PM – 4:00 PM	English	Join Microsoft Teams Meeting
Conduct hybrid mode teaching delivery at GT/ LT using MS Teams	- 24 Aug	2:30 PM – 4:00 PM	English	Join Microsoft Teams Meeting
Conduct hybrid mode teaching delivery at GT/ LT using Zoom	- 26 Aug	9:30 AM – 11:00 AM	Cantonese	Join Microsoft Teams Meeting
	- 27 Aug	9:30 AM – 11:00 AM	English	Join Microsoft Teams Meeting

On-site demonstration


Topic	Date	Time	Registration
AV-IT facilities demonstration in small-size (less than 50 seats) General Teaching room P303	- 25 Aug	11:15 AM – 12:15 AM	Registration
	- 25 Aug	4:15 PM – 5:15 PM	



In-class Assistants Webinars

Topic	Date	Time	Language	Online access links
Conduct hybrid mode teaching delivery at GT/ LT using Blackboard Collaborate Ultra	- 26 Aug	3:00 PM – 4:30 PM	Cantonese	Join Microsoft Teams Meeting
	- 27 Aug	3:00 PM – 4:30 PM	English	Join Microsoft Teams Meeting

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

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