HyFlex: Online Expectations and Accommodations

Campus Presence
Instructors design the course to be delivered in-person and accommodate students online as well. Students may participate in person or online and have the option to transition between attending class onsite or online. HyFlex classes meet according to their schedule in Titan Web and ideally will hold in-person classes per usual, however they are expected to meet in-person at least once per week and each student should have the opportunity to meet in-person once per week. Instructors design HyFlex classes for in-person learning but include online learning entry points into the course content, activities and assessments that allow students who cannot attend in person to meet course learning outcomes.

Attendance Requirements
Instructors may not require students to attend in person but may require synchronous attendance. Students do not need to request a formal accommodation to attend remotely. Students must follow campus attendance policies and processes for excused absences if they are unable to attend either online or in-person on any given day. As always, the University values inclusive and equitable teaching and the University encourages empathic teaching that consider the whole student and, if possible, offers students needed assistance to complete the course.

Lectures
To include online learners in lecture, in-person lectures may be simultaneously delivered online in a synchronous format or recorded and made available in an asynchronous format. When delivered synchronously, lecture materials must be made available asynchronously to students with a valid excuse for missing the lecture.

What is an Online Accommodation? An online accommodation requires the instructor to make in-person content available to students online as well. This means students who do not attend class in-person have online access to materials that will keep them from falling behind the rest of the class. Instructors can meet these accommodation in a number of ways, which can change from class to class depending on time constraints, technology, and the lecture topic at hand.

Ways to capture your F2F lecture to accommodate online learners (all five choices are valid):

Asynchronous options:

1) Basic Kaltura Capture: Nearly all computer equipped rooms on campus have the Kaltura Capture for lecture capture, but not all have an external video camera. Consequently, using Kaltura Capture to record the audio and capture the content on
the computer screen/doc camera and posting to CANVAS is acceptable for the online accommodation to a HyFlex Class

2) **Adding Video:** If video recording is available in the classroom the instructor may record themselves and/or the white board as well.

3) **Pre-record:** Instructors may pre-record a 10-20 minute version of their lecture and post in Canvas

**Synchronous options:**

4) **Lecture Streaming:** Stream your presentation to students who have the access to the session in CANVAS in a real time live video feed. Elements that can be streamed include; Instructor Audio, Instructor presence, Computer Screen, Document Camera & External Camera. The instructor can use Collaborate Ultra to stream their presentation live, if they choose.

5) **Add Live Feedback:** The instructor may provide a way for online synchronous students to ask questions.

**Discussions/Labs**

To include online students learners in discussion and other in-class activities, students may either participate live, be provided with a recording of the discussion, or participate in a parallel online discussion/activity via Collaborate Ultra breakout rooms, or participate in a separate (asynchronous) online discussion or alternative assignment. This is up to the instructor.

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Each course setup with a face-to-face modality will utilize classroom spaces at least once per week, and all students will have the opportunity to attend an in-person class at least once per week. Exceptions for alternative classroom utilization schedules should be discussed with the department and approved by the corresponding dean. If a course traditionally does not meet in person once per week, this expectation does not apply.