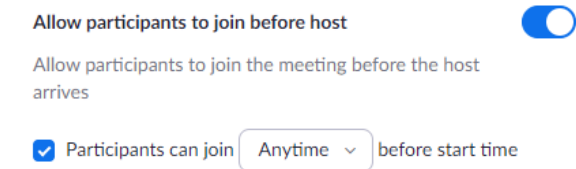# G1 – Teaching a Hybrid Class at HSPH

Expectations

Teaching in a hybrid format is new and exciting. This format, while being embraced around the world, is evolving quickly and changing with new discoveries and advancements in technology. HSPH IT has developed a hybrid classroom concept with foundational audiovisual elements implemented in simplified ways to streamline and minimize the interactions with technology for in-person and online participants in the classroom.

Below is a guide to introduce you to how the support of the technology and room will work. HSPH IT staff will be testing and prepping the room prior to your arrival each day in order to ease your responsibility around the technology. To help clarify roles and responsibilities this document is divided in two with the first section demonstrating what faculty and teaching staff will be providing and the second section outlining what IT staff will be providing:

Faculty and Teaching Staff:

Provide IT with the Zoom meeting login and information as well as co-host privileges. Enable join before host for your meetings	EXAMPLE:https://harvard.zoom.us/j/xxxxxxxxxxx ?pwd=LMNXltck9ySElORmV3Si85TFEvQ2Ri432 EXAMPLE: Password:12345 **Allow participants to join before host** 🔵 Allow participants to join the meeting before the host arrives ☑ Participants can join [Anytime ⌄] before start time
Meet with IT to test and practice in the room in advance of your first hybrid class: - Email mediaservices@hsph.harvard.edu to schedule a rehearsal 2 days or more in advance of your teaching. We are ready to help! - Each day you are teaching arrive **30 minutes early** to ensure you are comfortable with the interactions with the room and the technology	
Provide an online facilitator to be present in the room to help assist you with the needs of the online participants (chat, non-verbal cues like hand-raise icons, polls, etc.)	

Prepare your norms for your class and review them with the participants: - Norms for online, in-room, and how these two groups will interact will be essential to ensuring equity in the learning experience Please note: Point of View camera angles for online students. (see images below)	

Classroom IT Support Staff:

Turn the classroom on and test the in-room AV system
Login to the Zoom call on the classroom PC

The classroom Zoom connection will be renamed as G1 – faculty Identify and tape a boundary that will be in the camera focus for the faculty at the front of the room. Please note: Point of View camera angles for online students.	Online Student View of Faculty/ In-Room presenter Online Student View of in-room participants
Join and test the audio and video connection and quality in the Zoom call	
Connect the Zoom cart (remote participant interaction station)	
The Zoom cart will be joined as G1 – in-room	
The Zoom cart will NOT be joined with audio	
Verify room projection and audio - Main classroom screen should be content and active speaker view in Zoom	

- This will allow students in the room to see their online colleagues when speaking - Could also be gallery view next to shared content, but this is TBD by teaching staff and faculty	
Assist with content share (or whiteboard see below)	
Curate Zoom windows on the large screen for the teaching staff preference	
USING A WHITEBOARD Smart Podium monitor with the Zoom Whiteboard launched and screen shared	
Assist in sharing whiteboard or using the iPad as needed	