

Classroom Teaching Checklist

- ✓ **Mask up**
- ✓ **Walk in...**maybe a couple of minutes later than the students to reduce congestion
- ✓ **Wipe down...**surfaces and technology
- ✓ **Turn on** the computer
- ✓ **Login to your account, then BbLearn**
- ✓ **Launch Zoom**
- ✓ **Hit record...**if you wish you archive your session.
- ✓ **Be mindful of space...**stay in frame and mic range
- ✓ **Be mindful of both audiences** –f2f and online. Try to make eye contact withal students, and manipulate the camera to show in-class students occasionally
- ✓ **Be mindful of the Chat window** –think about “rules” for usage so that chat is a contributing, not a distracting, feature of your class and your teaching*
- ✓ **Foster engagement** and discussion within –and across-- populations. This sometimes involves us reframing or restating questions and statements made in-class because in-class students may be able to hear “zoomed-in” students, but online students may not be able to hear all in-class voices). Need help thinking about how to do discussions in HyFlex settings? Drop me a line.
- ✓ **Save your recorded session...**if you hit record, and upload to Stream later.
- ✓ **End the class** with something that lets students reflect on what they learned that day and springboard to the next class session. Maybe use BbLearn’s discussion board for them to continue conversation in-between class sessions.
- ✓ **Dismiss class** a few minutes early to minimize beehived conversations that challenge social distancing rules.
- ✓ **Close all applications**
- ✓ **Leave an empty room and leave no trace**

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Need a refresher on [how to log in to the University of Idaho’s classroom tech station?](#)

Need a refresher on [how to launch and use Zoom, and to embed it in your BbLearn space?](#)

Need a refresher on [how to upload your content to MS Stream?](#)

Need some inspiration or [best practices](#) advice?

The **HyFlex** bracket also applies to classes in which students may participate remotely/online, or for which there is an accommodation.

*Chats can be saved and used as an attendance/participation indicator. Also consider “waterfalling” participation through Chat. That is, when you ask a question, give them a minute or two to think, another to write their responses in the chat window, but tell them to wait until you give them the green light to hit send. This pause gives them time to reflect, think, compose, and not jump on the “agree” bandwagon. Might as well do something with that input, too.