

Example COVID-19 Teaching Setup Routine

Below you will find an example routine for teaching within Hinds Hall in a 'Hybrid' (split in person and online) manner. There are a number of links to additional resources and considerations throughout.

Additional information is available if you are still working through what [delivery mode best fits your teachings style and content](#).

- [Start of Class](#)
- [During Class](#)
- [End of Class](#)

Start of Class

- [Clean the Teaching Station](#) -tech wipes are available in the back of labs for students to use on any technology.
- Coordinate any PPE or cleaning supplies for students to use as they get situated.
- Ensure the PC is powered on.
- Start the AV Technology in the room. (Instructions for each room in Hinds Hall can be found under [iSchool Spaces Technology & Operation](#). Outside of Hinds Hall please reference this [Classroom Resource Guide](#).)
- Log In to the computer with your NETID and Password.
- Sync your Headset (Instructions are on your room page under [iSchool Spaces Technology & Operation](#) or can be found [here](#)), and then put it on!
- Setup the online component of your Hybrid lecture. ([Teams](#), [Zoom](#), [Collaborate](#))
 - Upload any files you intend on disseminating in person.
 - Confirm your headset, the room camera are the sources being used in your session: [Teams](#), [Zoom](#), [Collaborate](#).
 - Screen share your primary desktop.
 - Be aware that you screen is now shared. Do not pull up the grade book or do any personal business while waiting for students to fill into your session.
 - Move the Teams/Collaborate/Zoom to the secondary screen or minimize it.
 - Ensure your FA/TA is also setup and ready to assist with classroom management --either in person or as an online participant themselves.
- Have clear instructions on the role of the FA/TA. Communicate that role to the students as well.
 - Are they there to inform you when a remote student has a question? Or, do you want them to try to answer it?
 - Does the TA support any students in the room, or are they only on the call and focused on managing the online portion of the class?
- Be cognizant of your [Room Occupancies with Social Distancing Requirements in Place](#) and ensure you're not over these guidelines before class starts.
- Start your meeting recording (if you are going to record your session).

During Class

- Present from your primary screen as you would normally.
- Ensure any video content you play is linked to for remote viewers to watch locally.
- Split your question/support time between in person and remote questions.
- Have a method in which you can easily see issue being brought to your attention by the FA/TA. (A direct message, text message to your phone, eye contact across the room..something.)
- Be sure to check the meeting chat during Q/A periods.

End of Class

- End any active recording and then end your Teams/Zoom/Collaborate session.
- [Sign out](#) of the computer. Do not shutdown or restart, that can trigger updates and be inconvenient to the next instructor.
- [Clean the Teaching Station](#) -tech wipes are available in the back of labs for students to use on any technology.
- Collect any unused PPE or supplies you made available.
- Don't forget your headset! (It may still be on your head.)