

HyFlex Teaching Tip 2

Choose a Video Conferencing Tool That Works for You

Both Zoom and Collaborate are available to you in Blackboard for use during HyFlex class meetings. Both programs have pluses and minuses. Choose the one that is right for your students and you. Try these suggestions for a better HyFlex experience for students.

Please note: if you have students who are deaf or use hearing assistance, Zoom is the required tool for accommodating that student's needs.

1. Create a semester long video conference link so students will be able to find them easily when needed. Using one persistent link will make getting into a synchronous session quick and easy. Have that link in a prominent area in the Blackboard course.
2. Record automatically. By recording your class meetings, all students can view the recordings to revisit content and concepts. Download the recording from Zoom/Collaborate and upload the recording to VoiceThread. Create an interactive recording for students who missed the in-person/live sessions. Hold them accountable for the content and check for compliance.
3. Adjust your notifications so that posts to the chat, students logging in and out, and raising hands will not continually ping and disrupt class.
4. Set the students' roles automatically. If you want students to have access to the whiteboard, or be able to share their screens, adjust the role in the session settings. This will save you time!

Suggested Zoom Specific Settings

- Turn off the waiting room.
- Turn off authentication.
- If you plan to use polling/quizzing questions in Zoom, add them to your meeting before class using Zoom.us.
- Blur your background. Blurring can be set through your profile settings under Background & Filters. It will create a less distracting background.
- "Touch up your appearance" and "Adjust for low light" can be set through your profile settings under Video. These options will make you look better on screen.

For more HyFlex tips visit <https://ccri.edu/eco/explore/hyflex.html>