PLANNING A
HYFLEX
TEACHING SESSION

What do we mean by HyFlex?
HyFlex is the term used to describe the simultaneous delivery of face to face and online learning (Educause 2020).

IS YOUR SUBJECT CONDUCIVE TO BEING TAUGHT 'HYFLEX'?
Formats such as lab sessions, live demonstrations or the use of multiple whiteboards may not be suitable for the challenge of HyFlex delivery.

CONSIDER THE QUALITY OF THE STUDENT EXPERIENCE
Be inclusive of those in person and online with opportunities for all to access the session and resources, and to engage.

MAINTAIN A TEACHING PRESENCE
What features does the teaching space have to capture your face to face teaching session? What will be your back-up plan in case of technology issues? If possible, know the space and familiarise yourself with the technology beforehand.

SELECT APPROPRIATE LEARNING ACTIVITIES
Consider why you are doing the activities and will they work in a HyFlex way?

DO LESS IN YOUR SESSION - PRIORITISE
Ensure that you cover the intended outcomes and related assessment, but do less. Allow more time to set-up/close down.

ARRANGE SUPPORT FOR YOUR DELIVERY
Having a 'co-pilot' is strongly recommended. Who can you draw on to help support the face to face or online students during the session? Agree responsibilities for communication beforehand.

Further details and tips
For more suggestions on addressing these tips, contact SALT: salt@swansea.ac.uk

Resources at Swansea University
Review AV Services - Swansea University webpage.
For advice, email: AVsupport@swansea.ac.uk

DELIVERING A
HYFLEX
TEACHING SESSION

HAVE A BALANCE OF STUDENTS ENGAGING ACROSS METHODS

Ideally, if you have to deliver in a HyFlex approach, a mix of face to face and online students, having roughly equal numbers is best.

BE POSITIVE ABOUT THE APPROACH

Try not to share your anxiety with the students, but be open that things might not work. Encourage mutual understanding.
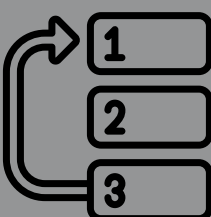
COMMUNICATE AND MANAGE STUDENT EXPECTATIONS

Induct students regarding technology, engagement, the approach, session timings, your back-up plan if there are technology issues.

PROMOTE INTERACTION, COMMUNITY AND BELONGING

Use simple engagement approaches throughout the session that can be used by both face to face and remote students.

DO LESS IN YOUR SESSIONS - PRIORITISE CONTENT AND LEARNING

Cover the essentials but support student learning through repeating key points, taking breaks.
Schedule virtual Office Hours for all students.

CREATE CONNECTION IN YOUR SESSION

Ensure, where possible, online students can see and hear you on camera, and any materials you are sharing in class. Creating connection with face-to-face students can be achieved by turning your camera around at intervals, allowing online students to view their classmates. Having a 'co-pilot' would be strongly recommended.

Further Reading and Tips

(Some may be specific to the platforms at each institution)

Educause definition (2020):
https://library.educause.edu/-/media/files/library/2020/7/eli7173.pdf
Columbia University : What is it? Getting Started? The set-up? The Strategies?
Hybrid/HyFlex Teaching & Learning (columbia.edu)
Heriot-Watt University: Questions to consider:
How to combine online and in-person teaching simultaneously
Leeds Beckett University: 6 principles of hybrid teaching and learning:
https://teachlearn.leedsbeckett.ac.uk/-/media/files/clt/lbu-6-principles-of-hybrid-230921.docx
University of the West of England: Introduction to hybrid teaching:
An introduction to hybrid teaching | Learning Innovation Unit (fetliu.net)
and **Hybrid teaching made simple** | Learning Innovation Unit (fetliu.net)