

# HONG KONG BAPTIST UNIVERSITY

## Centre for Holistic Teaching and Learning

### Tips for Mixed-mode Teaching: with Students Attending On-campus and Online

Mixed-mode teaching is teaching two groups of students at the same time when some of them are physically inside the classroom and some joining virtually. It is helpful to rethink your teaching in mixed-mode by referring to the learning objectives and outcomes listed in your course syllabus, technology and e-tools are good aids. Below are some initial tips for mixed-mode teaching for your reference.

#### Getting Setup

- The audio system is now ready for mixed-mode teaching in all classrooms and it is always good to double check it before you start a class;
- Conduct a quick test on e-tools like Zoom/Webex, Google Doc, pre-recorded videos, Moodle, etc. before you start a class;
- Bring an extra electronic device/laptop/notebook with a built-in camera to the classroom. By logging this extra computer into Zoom, and turning its camera to face the class, students attending physically will be able to see the online students, and vice versa;
- Apart from logging on to Zoom as a host on the lectern PC, you can logon to multiple devices like laptop, notebook, smartphone etc with the same Zoom user-name and password as cohost/participant at the same time for any online T & L activities;
- Ensure that the microphone(s) on the extra electronic device(s) is turned off, or there will be serious echoes;
- Remind your students who will attend class physically to bring their own electronic devices to class for any online T&L activities;
- Remind your students who will attend class online that they should have two devices, one for joining the Zoom session, another for any online T&L activities;
- You are recommended to use the classroom PC to save your video recording onto the cloud and download it later.

#### During the Class

- Use the provided microphones inside the classroom for class delivery and interaction with students physically in the classroom or online. All microphones inside classrooms are now connected to the audio system. Students attending the class online cannot hear anything if the teacher/in-class student do not use the microphones;
- Allow a buffer time between online/in-class activities. Plan check-points to pause and check for questions from online students, in the Chat, in particular;
- Use Moodle for students' easy access to learning materials, task instructions, worksheets, etc.;
- Engage your online/on-campus students for interactive T&L activities using personal response systems like Kahoot!, Mentimeter, Miro, Padlet, Qualtrics;
- Use Google Doc/Sheet for collaborative tasks between on-campus and online students;
- Separate the on-campus and online students for group activities and assign them accordingly, allow students to report back for discussion with the entire class;
- You can use the 'Whiteboard' option of Zoom for interactive writing/drawing activities if it is a touch screen 'Lenovo' monitor available inside the classroom. Accessory like 'stylus' can be borrowed from ITO on request;
- Remind students that sending private chat is not recommended during the class as chat messages can be seen by the whole class when the screen is shared on Zoom;
- Please contact ITO via 3411-7246 for onsite technical support.