

Welcome!

- Check that your microphone is muted
- Use the chat to submit questions during the presentation
- Reminder: This session will be recorded.

While we wait to get started, share in the chat:
popcorn or M&Ms?

Attendance Tips for Hyflex

Today's Objective

- Discuss how to incorporate the three attendance options into your HyFlex class.



HyFlex Definition

Current Draft Definition: Hyflex courses allow students to choose how they participate in the course. Students may attend class sessions in-person or via online conferencing software at a defined time, or participate online following the course's schedule.

Students attending in person may pivot to distance learning as needed. (Inclement weather, pandemic)

It is recommended that students who plan to attend via online conferencing software or participate online have access to regular and reliable high-speed internet.

Importance of Attendance

- If students receive Financial Aid, they “earn” that aid each day they attend class.
- If they stop attending, the college has to pay the Department of Education for days they quit attending.
- Then, the college has to try getting the money back from the students.

Jenzabar Attendance Options

- Current Options
 - Present
 - Absent (Excused)
 - Absent (Unexcused)
 - Tardy
- New options (in the works)
 - Virtual
 - Online

Plan Ahead

- Class Schedule
- Mind Shift

Sample 1: Class Scheduled Once a Week

| Classroom | Zoom Synchronous | Online Asynchronous |
|--|---|--|
| <p>Students attend class in person for attendance.</p> | <p>Students login and view the class through Zoom during the scheduled class time for attendance.</p> | <p>Students complete required assignments for the week. Ex: Weekly Discussion, watch video, etc.</p> |
| | | |

Sample 1: Class Scheduled Once a Week

Week 1 (HyFlex)

One Day a Week

| In-Class Students | Zoom Students | Online Students |
|---|---|---|
| Required Reading <ul style="list-style-type: none">Review the Course Syllabus | Required Reading <ul style="list-style-type: none">Review the Course Syllabus | Required Reading <ul style="list-style-type: none">Review the Course Syllabus |
| Class Attendance <ul style="list-style-type: none">Actively participate in class discussions | Class Attendance <ul style="list-style-type: none">Actively participate in class discussions via Zoom | Class Attendance <ul style="list-style-type: none">Actively participate in online discussion via LMS |
| Do <ul style="list-style-type: none">Complete Syllabus Scavenger Hunt quiz onlineComplete Class Pre-Test online | Do <ul style="list-style-type: none">Complete Syllabus Scavenger Hunt quiz onlineComplete Class Pre-Test online | Do <ul style="list-style-type: none">Watch lecture recordingComplete Syllabus Scavenger Hunt quiz onlineComplete Class Pre-Test online |

Sample 2: Class Scheduled Twice a Week

| Classroom | Zoom Synchronous | Online Asynchronous |
|---|--|--|
| Students attend class in person for attendance. | Students login and view the class through Zoom during the scheduled class time for attendance. | Students complete required assignments for the week. Ex: Weekly Discussion, watch video, etc. |
| | | |

Sample 2: Class Scheduled Twice a Week

Week 1 (HyFlex)

Two Days a Week

| In-Class Students | Zoom Students | Online Students |
|---|---|---|
| Required Reading <ul style="list-style-type: none">Review the Course Syllabus | Required Reading <ul style="list-style-type: none">Review the Course Syllabus | Required Reading <ul style="list-style-type: none">Review the Course Syllabus |
| Class Attendance <ul style="list-style-type: none">Actively participate in class discussions | Class Attendance <ul style="list-style-type: none">Actively participate in class discussions via Zoom | Class Attendance <ul style="list-style-type: none">Actively participate in online discussion via LMS |
| Do <ul style="list-style-type: none">Complete Syllabus Scavenger Hunt quiz onlineComplete Class Pre-Test online | Do <ul style="list-style-type: none">Complete Syllabus Scavenger Hunt quiz onlineComplete Class Pre-Test online | Do <ul style="list-style-type: none">Watch lecture recordingComplete Syllabus Scavenger Hunt quiz onlineComplete Class Pre-Test online |

All Are Unique

- Each class is different
- Each day of each class is different
- Outline the attendance policy that works for you



Questions?



Reminders:

- New MOU for the Fall
- New Common Course Shell for the Fall
- See Provost email for Google sign-up sheet for assistance

Office of Online Learning

Vickie Morgan

vickiemorgan1996@gmail.com