Quick start your hybrid class

- Greet both in-class and online students so everyone feels seen by you.

- Check if both in-class and online students can hear you.

- Interaction in a hybrid class takes more time, so focus on the key points of the content or assignment and limit the amount of information.

- Make agreements on communication:

    - Discuss the use of webcams with both students in-class and the students online. Both groups will likely be more engaged in interaction when everyone is visible. However, students online and in-class have the right to stay out of camera sight for privacy or other reasons. You will also need to inform students whether classes will be recorded or not and obtain their permission to do so.
    - Plan question time after (short) explanations to include online students. By separating explanation and questions, you give online students with less connectivity enough time to formulate questions.
    - Explain how you will interact with students (e.g., calling out names, using quiz tools).
    - Discuss how both in-class and online students can respond, ask questions and/or comment (unmute, speak up, raise (virtual) hand, use the chat).
    - Use a student moderator to moderate the chat and alert you to raised virtual hands (ask your teacher support desk).

- Repeat questions from students in-class and online.

- Check in with the online students, for example during breaks and after class.

- Put students online in break-out rooms during breaks to create a similar break experience.

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Interacting with your hybrid classroom

	Majority of students in-class	Equal group of students online and in-class	Majority of students online	Teacher online
Asking questions to the entire class	Count to five after a question. Consider both internet delays on the students' end and thinking time. Switch between online or in-class students for responses.	Assign roles. Students online can easily look something up and students in-class probably respond quicker. An example: You could ask a question and assign in-class students to answer and one or more online students to respond to the in-class answers with additional information or a different answer.	Use a quiz or polling tool accessible to both groups like Presenterswall. Haven't set that up yet? You can ask online students to write their answer in the chat or raise their (virtual) hands for polling and teachers can share the amount to raised hands in class.	Use a student moderator or assign an in-class student to notify you of in-class questions. Ask a student who has just answered a question to nominate a person from the other group to answer the next question.
Small group assignment or discussion	Set up a buddy system. Ask which in-class students have a laptop (perhaps even a headset) and are willing to be a buddy to an online student. Pair these students from the start so that they can communicate during group assignments.	Create mixed groups outside of class. If you have time and room during the meeting to extend one of the small group assignments, consider 'letting the students loose'. Make clear agreements about who is in what group, what the assignment is and when they need to be back. Then students can decide if they do the assignment outside of class, using their phones, laptops or meet in another physical / online space.	Split the groups. Because of audio and internet connectivity in-class, split the groups using break-out rooms for the online students. To connect the groups, you can assign each group a different part of the assignment and let them bring the information together in a tool like MS Whiteboard.	Use a student moderator or assign an in-class student to create groups and make sure that each group has a spokesperson. If you want to follow the discussions, you can ask students to make online notes on a shared file or whiteboard.

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