# Technical storyboard hybrid education

A technical storyboard can help you prepare for hybrid teaching. In your technical storyboard you think of the steps you need to take to smoothly go from one type of set-up to another. For example, if you are teaching a lecture, your main view will be your PowerPoint presentation, but sometimes you may want to switch from your PowerPoint presentation to a voting tool, a whiteboard, or you want to see the students joining online.

A technical storyboard can take on many forms. In the first table below, you can find the most common set-ups that you may want to use in your teaching. In the second table, an example of a filled out technical storyboard is presented using a variety of set-ups. Doing a run through of going from one set-up to the next, can help you get used to the buttons you need to click and identify possible moments of delay.

## Table 1: possible set-ups

| Set-up[1] | Online view | Campus view | Moderator changes (optional) |
|---|---|---|---|
| **Presentation** (5 minutes or more) | Teams / Kaltura / Zoom – small webcams + uploaded or screenshared PowerPoint + campus webcam focused on speaker | Teams / Kaltura / Zoom – participant webcams hidden or turned off + uploaded or screenshared PowerPoint + participant list in view[2]. | Moderator can manage chat and raised hands – no participant list in view needed |
| **Plenary interaction** | Teams / Kaltura / Zoom – large webcams + campus webcam focused on in-class students | Teams / Kaltura / Zoom – participant webcams large on screen | Moderator can manage chat and raised hands |
| **External tool** | Teams / Kaltura / Zoom – small webcams + screenshared (results of) external tool for showing video, polling, collaborating, or quizzing | Teams / Kaltura / Zoom – small webcams + screenshared (results of) external tool for showing video, polling, collaborating, or quizzing | Moderator can manage chat and raised hands |
| **No visuals presentation** (5 minutes or more) | Teams / Kaltura / Zoom – small webcams + spotlight (Teams), presentersview (Kaltura and Zoom) person talking | Teams / Kaltura / Zoom – small webcams + spotlight (Teams), presentersview (Kaltura and Zoom) person talking | Moderator can help spotlighting/ changing the presentersview, manage chat and raised hands |

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[1] Recommended set-ups – feel free to adjust to your preferences
[2] In MS Teams, Kaltura LiveRoom and Zoom the participant list allows you to see virtual hands raised.

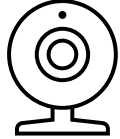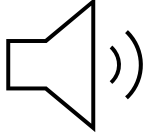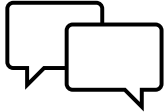| | | | | |
|---|---|---|---|---|
| **Small group discussion** (1 minute or more) | Teams / Kaltura / Zoom – break-out rooms | Teams / Kaltura / Zoom + uploaded or screenshared PowerPoint – talking to neighbour(s) | | |

## Table 2: Example of a technical storyboard

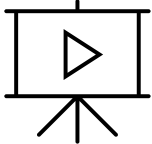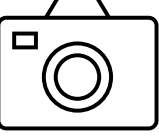| Time | Slides / part | Set-up | Tool | Reminders |
|---|---|---|---|---|
| -10 minutes (min) | Setting up | 1. Open video tool<br>2. Open/upload presentation<br>3. Open external tools in separate window | Teams<br>PowerPoint (PPT)<br>Presenterswall<br>Video | Turn off notifications to avoid distractions |
| 0-5 min | Introduction | Presentation | PPT | Sound- and videocheck<br>Welcome everyone<br>Discuss rules of communication |
| 5-10 min | Collecting questions + short discussion | External tool 1 | Presenterswall | Share link in the chat<br>Screenshare results |
| 10-15 min | Instruction video | External tool 2[3] | Video | Turn on sound |
| 15-25 min | Q&A video | Plenary interaction | Teams | |
| 25-30 min | SHORT BREAK | | | |
| 30-35 min | Hybrid tips & tricks | Presentation | PPT | |
| 35-55 minutes | Q&A hybrid education | Plenary interaction | Teams | Switch to presenterswall if necessary |
| 55-60 minutes | Conclusion | Presentation > Plenary interaction | PPT | |

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[3] In this step you may identify a possible moment of delay: going from one external tool to another may take extra time. It's recommended to either plan a short break in-between the two external tools or think of an alternative.

## Another type of technical storyboard

Instead of creating a technical storyboard in a table, giving you a good overview of your structure and switches between set-ups, you can also choose to place subtle reminders on your PowerPoint slides. Microsoft Word allows you to choose from a variety of icons and if you place them visibly on the slides where you want to change set-ups, you can create something like the technical storyboard above.

Here are some suggestions of icons and what they can help you remember:

| Icon | Explanation | How to find |
|------|-------------|-------------|
| | Look into the webcam to make 'eye contact' with the online students. | Go to 'insert' and select 'icons'.<br><br>Search for 'cam' |
| | Check if everyone can hear you. | Go to 'insert' and select 'icons'.<br><br>Search for 'sound' |
| | Check in with your students, do they have questions or comments, if they do, they can share them by… [agreed upon communication rules]. | Go to 'insert' and select 'icons'.<br><br>Search for 'talk' |
| | Screenshare an external tool like a video or the results of a quiz or polling tool. | Go to 'insert' and select 'icons'.<br><br>Search for 'video' |

| | | |
|---|---|---|
| | A plenary interaction moment, time to have online students visible on screen and students on campus visible on the in-class webcam. | Go to 'insert' and select 'icons'. Search for 'online' |
| | Before going into a break-out room, online students may want to take a picture or screenshot of this slide. They won't have access to the assignment or the information there. | Go to 'insert' and select 'icons'. Search for 'camera' |

Table 3: Empty technical storyboard

| Time | Slides / part | Set-up | Tool | Reminders |
|------|---------------|--------|------|-----------|
|      |               |        |      |           |
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