

# Presenting Course Materials

## TECH-FLEX (Hybrid) COURSE

### Lectures & Class Meetings

- Ensure that your class meeting schedule and format has been clearly communicated.
- Provide instructions on how to access lecture recordings or join virtual meetings.
- If you will be recording your meeting, let students know.
- Find a setting to record or join your class meeting that is not distracting and maintains a professional atmosphere. Keep in mind what can be seen in the background and how you are sitting/standing.
- Speak clearly and wear a microphone if needed, especially if recording.
- Practice. Practice. Practice.
- Have all materials (presentation, links, etc.) ready before the recording or meeting starts.

Tools: Kaltura, Teams, Zoom, Content Tool

### Assignments

- Include all course assignments and due dates in your course syllabus
- Set due dates on assignments within iLearn under the Assessments section so that they appear in the student's calendar
- Communicate any changes to dates or assignment information
- Consider setting due dates when you will be available to answer questions and resolve any issues that may arise.

Tools: Assignment Tool, Video Note, Turnitin

### Discussions

- Provide clear expectations for student responses and conduct within discussions
- Student Online Communication Checklist

Tools: Discussion Tool, Chat function in Teams, Chat function in Zoom

### Supplemental Materials

- Ensure any additional readings, videos, or other course materials are available online (i.e. in the Content tool in iLearn)
- Communicate where to find these materials and include them in the course syllabus.