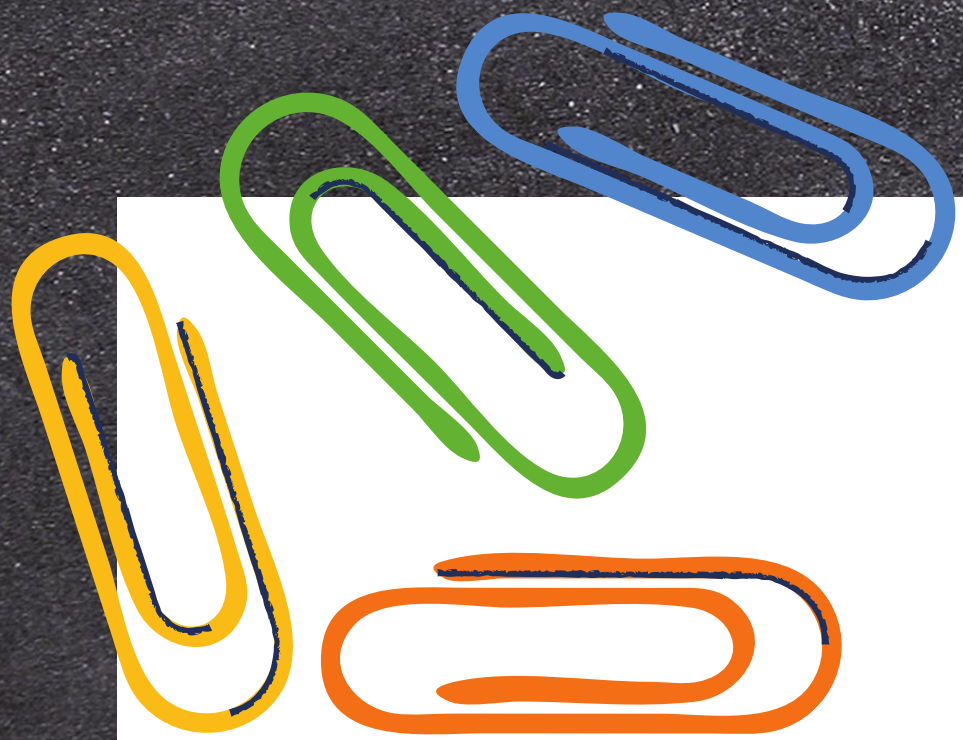


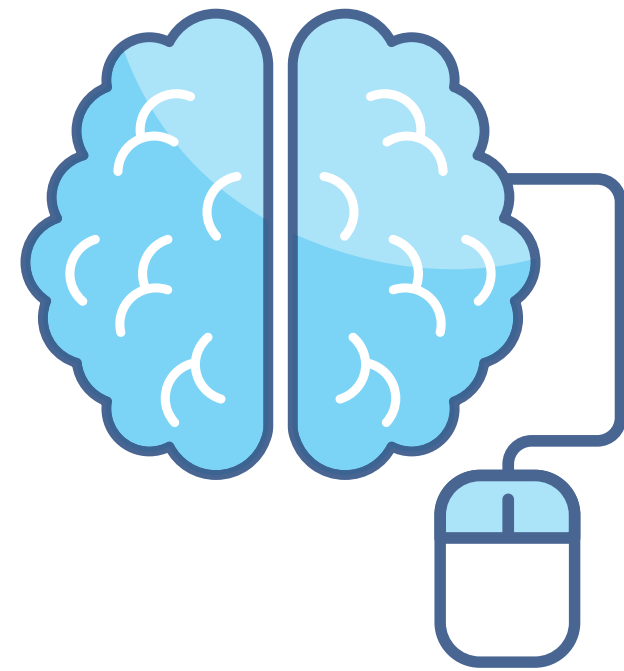
Planning your first week in your hybrid classroom

In your first week, focus on:



- How **often** you check and answer email
- How **long** you expect to take to provide feedback on assignments
- When you expect to **post** materials and assignments
- Your "**office hours**" or when you will be available for individual meetings and help

Communication



- How students should **work** with each other
- Your **expectations** on when work should be completed and turned in (try to keep assignment due dates and times consistent)
- What **respectful conversations** sound like and how to have them
- What to do when there is a **conflict**

Learning



- What **technology** you are using in the class
- How to **access** and **use** these technologies
- **Brainstorm** with students on what to do with technology
- **Test** all technology with a low or no stakes assignments focused on their access and experience

Technology

Community & connection building

- **Ask** students to **share** something they want others to see/know
- **Give** students **choices** in participation. Make sure students know how to turn the camera and microphones on and off for privacy
- **Create** student **groups** with a mix of in person and online students. Have them work together
- **Work** with the class to decide on class **goals**, **tools**, and work **methods**

