What is “HyFlex”?
In a HyFlex model, students can decide for each class whether to attend remotely or in-person (assuming classroom capacity requirements are adhered to). Classroom lectures are recorded and streamed synchronously over Zoom using in-class camera technology (lectures can be viewed by learners later for review or, if a learner was not a synchronous participant). Remote learners can communicate synchronously with classroom learners using Zoom, Sakai Chat, or an alternate live communication technology.

Preparing for HyFlex Learning
If you are participating in a HyFlex course, your teacher will provide you with policies for both remote and in-person attendance. This document will simply provide you with some best practices for using the technology involved in HyFlex learning.

Best Practices for Remote Students
- If you are a remote student joining a live session via Zoom, be sure to keep your microphone muted until you are called on to speak. You can also mute/unmute yourself by clicking the space bar on your keyboard.
- If your camera is on during class, try to reduce visual distractions in the background, and aim to have good lighting. Note that you can use Zoom’s virtual background to block out the room behind you.
- If possible, log into the Zoom session from a laptop or desktop computer instead of using a tablet or smartphone device. This makes participating in activities such as Zoom chat a lot easier.
- Note that in Zoom you can do side-by-side view to see the speaker and the content being shared at the same time. You can also pin a video if you want to keep it in your main view.
- Be patient with the fact that the instructor may not be able to see your hand raised or your question in chat. It can be difficult to monitor everything during a live lesson. If you have a question that does not get answered, follow up with the instructor after class.

Best Practices for In-Class Students
- If your instructor asks you to bring a device to class, note that you should make sure it is fully charged, and that you should bring headphones as well.
- If using a device in class to join Zoom, mute your mic and turn off your audio.
- The classroom microphones are typically good at picking up audio from anywhere in the room, but be mindful of speaking up for those students joining via Zoom.