Guide on Hybrid Teaching Setup

Using Zoom
What is Hybrid Teaching?

Teaching students

- face-to-face, and
- online

at the same time from the classroom using **video conferencing tool (MS Teams/Zoom)**.

*Image source: CIT*
Why Hybrid Teaching?

• **Safe-distancing measures**
  
  i.e. only up to 50 students are allowed in class.

• **Some classrooms cannot accommodate entire class**
  
  e.g. classrooms that used to accommodate 50 no longer able to do so, due to 1 meter distancing.
### In-Class
- **X** Turn OFF your speaker at all times.
- **X** Mute your microphone
- If a student online needs help, **relay this to your tutor.**
- **Raise hand** or use the **Chat** to post questions to tutor.
- If there are **bandwidth issues** in the physical location, stop the webcam.

### Online
- **Turn ON** your speaker and camera.
- **Mute yourself** when not speaking.
- **Raise your hand virtually** if you want to speak.
- Use the **Chat** to post questions to tutor.
- Unmute yourself only when you are asked to speak. Remember to mute yourself once done.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Tutor</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>15 Mar</td>
<td>11pm-1pm</td>
<td>MD6-01-02</td>
<td>A/P Jeanette Ignacio</td>
<td>Group 1(in class) Group 2(online)</td>
</tr>
<tr>
<td>9</td>
<td>18 Mar</td>
<td>2pm-4pm</td>
<td>CRC Sym Room</td>
<td>Dr Tanushri Roy</td>
<td>Group 7(in class) Group 8(online)</td>
</tr>
<tr>
<td>10</td>
<td>22 Mar</td>
<td>11pm-1pm</td>
<td>MD6-01-01B</td>
<td>Dr Brigitte Woo</td>
<td>Group 1(online) Group 2(in class)</td>
</tr>
<tr>
<td>10</td>
<td>25 Mar</td>
<td>2pm-4pm</td>
<td>CRC Sym Room</td>
<td>A/P Yanika Kowitlawakul</td>
<td>Group 7(online) Group 8(in class)</td>
</tr>
</tbody>
</table>