

Your technology checklist for in-person and HyFlex learning

Prepare for success before your first in-person, HyFlex, or online class.

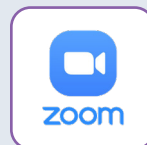
First-day-of-school anxiety isn't exclusive to just students, especially after a year like 2020. Making the transition from distance to in-person or HyFlex (hybrid) learning can be daunting for educators. Use our step-by-step guide below to ensure a consistent, engaging classroom experience regardless of what your classroom may look like this year.



Choose your video and projector set-up

If you are using a videoconferencing software, you can share your screen and connect your computer to your projector to teach in-person students and online students at the same time. Alternatively, you can set up your webcam to fit your projector screen, so that online students can view your presentation as you teach. Find the setup and configuration

that works best for your content and lesson plans, and ensure that viewers can easily see everything on your screen before the first day of class.





Host a communication hub

Managing a HyFlex classroom can be complicated, and identifying the ideal workflow with your students likely won't happen overnight. Create a dedicated online space to share updates, assignments, and deadlines with your students and their parents to ensure there are no

miscommunications and nothing slips through the cracks. Prefer asynchronous updates? Create a website or a blog. Want an open-door policy? Create an email list, social media channel, or a [Pinned Q&A](#) activity dedicated to answering questions.



Create engaging activities

Keep students engaged and prevent social anxiety throughout your lecture by preparing easy, get-to-know-you activities to facilitate in

between lessons. Conduct quick icebreakers using Poll Everywhere's [Word cloud](#) and host friendly [Competitions](#) to raise excitement levels.



Prepare your lecture slides

Whether you use PowerPoint, Keynote, or Google Slides, enhance your content with a live question at each key moment of your lesson plan. [Download the Poll Everywhere app](#) to get started and then insert activities like [Clickable image](#), [Open-ended](#), and more — right in between your existing slides. Students will be able to participate from

their devices, no matter where they attend class from. Once your presentation is ready, practice your lessons before class to check your tech tools and prevent any hiccups during class time.





Monitor student participation

By registering students in advance, you can build true engagement into your curriculum.

Integrate your [Learning Management System \(LMS\)](#) with Poll Everywhere to import your roster, assign credit to specific responses, and export those results directly to your gradebook. At the end of the term, see how everyone did with a detailed [Report](#).



Need additional resources and tips? Head to [Poll Everywhere's blog](#) for more helpful content.