

Student Handbook: What to Expect In a Hyflex Course

This document provides information concerning requirements to complete Hyflex courses at Texas A&M University-San Antonio.



TEXAS A&M UNIVERSITY
SAN ANTONIO

WHAT IS HYFLEX?

You are in control.

Hyflex classes allow students to take more control over their classes and the process of obtaining an education. Hyflex is a course delivery mode that offers each student much greater flexibility than traditional classes. As a student you have the flexibility to “attend” class in any of three (3) delivery modes.

- (1) First, you can attend classes in person. In this delivery mode, the Hyflex class would be just like any other class.
- (2) Second, you can attend the class synchronously (live), online. This means that you can log into the class meeting from any computer or other device with an internet connection. You will be able to view the live class meeting, and participate electronically – wherever you are at that time. You don’t need to come to class. It comes to you. You can ask or answer questions using your computer, tablet, or phone. The instructor will post a link in your Course Blackboard that will allow you to access the class electronically.
- (3) Third, you can access recordings of the actual class meetings at any time, and any place that is convenient for you. Shortly after each class meeting (within 24 to 48 hours), the instructor will post links to the class recordings in your course Blackboard. Although you can’t directly participate in the class, you will be able to see and hear the lecture, as well as in-class and online comments, and questions from the students attending the actual class. Additionally, some students find that it can be helpful to go back and review the class recordings to prepare for examinations.

WHAT TO EXPECT IN A HYFLEX COURSE

Hyflex is a course delivery mode that offers each student the opportunity to complete learning activities in a more flexible way than traditional learning methods. Students may choose to attend class face-to-face, or synchronously or asynchronously online – while still benefiting from effective interactions with the instructor. This new model extends beyond our existing Hybrid format (which combines face-to-face with online learning) for students who have scheduling conflicts with class meeting times due to distance, job assignments, or any unseen events, and, therefore are unable to attend class in person. Moreover, you are free to choose the delivery mode that works best for you and change delivery modes from one class meeting to the next (i.e. attend in person if that is your preference, but switch to online when events make it easier for you to do this – and then switch back again). You, the student, are truly in control of your learning schedule.

STUDENT CHOICES IN HYFLEX CLASSES

- ✓ Student is free to choose delivery mode that fits their learning style and schedule.
- ✓ Students are not required to attend any classes in person.
- ✓ All Assignments will be available online.

- ✓ Examinations will be held in one of three ways – as determined by the class instructor:
 - Examinations and Quizzes may be offered online in Blackboard or other electronic format.
 - Examinations and Quizzes may be offered online with electronic proctoring software. (Note: If proctoring software is required by instructor, it will be the student's responsibility to pay for proctoring software).
 - Examinations and Quizzes may be offered in-person only at an officially approved, remote proctoring center. If the instructor requires in-person examinations, the students will be able to schedule a convenient time for the examination – within a time frame established by the instructor – at either the university testing center (at the main campus) or at one of the approved proctoring centers located throughout San Antonio. (Any proctoring charges at non-university testing centers are the responsibility of the student). More information about remote proctoring can be found in your Blackboard course.
 - The instructor will choose the testing option that best suits the class material and the student has flexibility within the established requirements of the individual class instructor.
 - Therefore, different sections of the same class may have differing test policies depending on the individual instructor.

STUDENT RESPONSIBILITIES IN HYFLEX CLASSES

- ✓ Read the entire syllabus and know the policies for each class in which the student is enrolled.
- ✓ Check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis (at least 2-3 times per week).
- ✓ If your course uses remote proctoring for exams, ensure that you establish an approved proctor early in the semester.
- ✓ Keep current on class recordings, if not attending the live class (either in person or online).
- ✓ Keep current with all course assignments, quizzes, and examinations.
- ✓ Ask questions and communicate with the instructor.
- ✓ Remember that the greater degree of online learning you choose means that you also assume greater responsibility for your own learning outcomes.
- ✓ Complete the online assessment to determine if you are a good candidate for a technology-based educational delivery system:
http://www.tamusa.edu/collegeofbusiness/Hyflex_Survey/index.html

TECHNOLOGY IN HYFLEX CLASSES

Technology is a major component of the Hyflex course delivery system. The university provides many technology resources that can be helpful to students, but for all class activities (attending class, viewing recordings, completing assignments and/or quizzes and examinations), the student will be responsible for having adequate and current technology needed for class participations. If you do not have a reasonably current computer or other

device and a fast, reliable internet connection, it may be better for you to enroll in a non-Hyflex class.

Hyflex courses use Adobe Connect® online meeting software to provide flexibility to students. Adobe Connect is compatible with Windows®, Android®, Chrome®, or MAC/IOS® operating systems – although some students report difficulties with some versions of iPhones® and iPads®. Since Adobe Connect relies on Flash for the course recordings, mobile iOS devices such as iPhones and iPads are not compatible for viewing recordings. They can be used, however, to watch the live, streaming class sessions. However, some class recordings may be available as an MP4 file which is compatible with all mobile operating systems.

Minimum Technological Requirements:

- ✓ Click this link for a complete listing of required technical specifications:

<http://www.adobe.com/products/adobeconnect/tech-specs.html>

- ✓ Click this link to see if your computer meets the minimum requirements to use Adobe Connect®:

<http://helpx.adobe.com/adobe-connect/kb/connection-test-connect-meeting.html>

- ✓ Most Internet Service Providers have a variety of different internet connection speeds. You will need a moderately fast internet connection. Note that connection speeds usually vary depending on a variety of factors.
- ✓ Click this link to test your internet connection speed (recommended that you test before class starts, but at the same time that class occurs):

<http://www.speedtest.net/>

- ✓ Minimize other demands on your computer.
 - It is best not to run any other applications in the background during meetings – particularly web applications (e-mail, chat, etc.). These compete for both computer resources and internet bandwidth.
- ✓ Minimize competition for your internet bandwidth.
 - In general, wired connections are preferred versus wireless connections.
 - If others share your internet connection, make certain that they know that you are participating in an important web conference. It will be better if they refrain from using the internet while you are logged into class.
- ✓ Headsets, Microphones, and Speakers
 - You can participate in class through your computer keyboard, but many students find the experience more enriching if they participate via a headset and microphone.
 - USB microphones work better than the built in microphones in most computers.
 - Recommended Microphones:
 - Logitech Premium USB Headset 350
 - Logitech Clear Chat Comfort USB Headset
 - Plantronics 480 virtual Phone Booth
 - If you use a microphone to communicate during class, you cannot use your computer's speakers. If you do this, you will suffer very unpleasant feedback. You must, therefore, use a headset.