Kenyon College

Digital Kenyon: Research, Scholarship, and Creative Exchange

10-2020

Hybrid Classroom Checklist

Wade Powell
powellw@kenyon.edu

Follow this and additional works at: https://digital.kenyon.edu/covid19words

Prof. Wade Powell
BIOL 263 *Molecular Biology* Fall 2020
MWF 09:10 in KAC 237

Procedures for Preparing KAC 237 for Hybrid Instruction

This is a guide for tasks that need to be completed in order to teach a hybrid class in KAC 237. The setup allows real-time interactions of all students, both in-person and remote, in mini-lecture, class discussion, and small group activities.

The number and complexity of tasks that must be completed in order to teach are both substantial. The order of operations can be important. Refer to this list as you set up for each class period.

1. Be sure to bring the following items with you:
    a. Laptop computer with charger cord and wireless mouse
    b. Ipad with Apple Pencil and power cord (=shareable whiteboard)
    c. Class outline/notes
    d. Handouts

2. The following items are stored in the footlocker in KAC 237 (combination = the positions of chlorine substituents in the most toxic chlorinated dioxin)
    a. Yeti Blue microphone
    b. USB-C to USB-A cord (12 ft length)
    c. Extension cords/power strips

3. Upon arrival, perform the following tasks. Recommended arrival time: 08:45.
    a. Spray all desks with Oxivir Tb disinfectant (0.5% H_2O_2)
    b. At AV control station (front, east):
        i. Check microphone from earlier class; turn volume down to 0, if necessary. This helps avoid feedback, especially for the remote students.
        ii. Turn on projector.
        iii. Set signal source to "Apple TV."

    c. On music stand in row 2:
        i. Mac laptop
            1. Plug powerstrip into floor outlet in NW quadrant of classroom.; connect computer's power cord.
            2. Connect to Kenyon Devices wifi network (should happen automatically).
            3. Connect to AppleTV using AirPlay ("Acland Seminar Apple TV")
            4. Connect to wireless mouse using Bluetooth.
            5. Launch Zoom Call from calendar link.

6. Log into Moodle (Duo 2-factor authentication), if necessary for that day's class.
7. Share screen, then put powerpoint file into presentation mode.

d. On microphone stand in row 3:
   i. Attach Yeti Blue microphone using ⅜" threaded fitting.
   ii. Attach USB-A to -C cord, linking microphone to laptop.
   iii. Make sure the mute button is set to OFF.

e. On music stand ("podium") at stage right (front, east):
   i. Power up ipad and join Kenyon Devices wifi network
   ii. Join class zoom call using calendar link.
   iii. Use computer to establish the ipad as "co-host"
   iv. Make sure wireless mouse is functional from that distance.
   v. Use powerpoint settings to make cursor appear as a "laser pointer"
   vi. Test to make sure Apple Pencil works properly with ipad.

4. As students "enter:"
   a. Admit each to the zoom call. Zac (student worker; "voice of the chat") should arrive in time to handle most of this.
   b. Make sure each student has a handout. (pdf of these must be posted to moodle in advance for remote students).
   c. Test audio to make sure that remote students can hear.
   d. Smile and be happy. [Actually, nobody can tell if you're smiling behind that mask; be happy anyway, since that helps student learning outcomes]

5. At the conclusion of class
   a. Always end class on time at 10:00! Prof. Bottiger is waiting outside by 09:50, eager to go through his setup ritual and teach US history (also hybrid).
   b. With Zac's help, break down all equipment; coil cords carefully; store equipment in footlocker.