



Dual Mode Teaching @HKU

Checklist

<input checked="" type="checkbox"/>	Before Class
	Test the equipment particularly microphone, VGA and HDMI adaptors if needed
	Test the quality of your voice online and on-site, in particular, when you walk around in the classroom
	Establish an area for on-site students who are not willing to be recorded
	Plan your lesson and include at least one activity for online and on-site students' interaction
	Prepare all technological tools needed for achieving learning outcomes in class
	Prepare digital version of the course materials (e.g., syllabus, handouts, and key questions)
	Send course materials and the ZOOM link (better as a recurring link) to students via Moodle & other familiar means [NOTE: All ZOOM links should be posted up in Moodle]
	Be familiar with the Whiteboard function in ZOOM and alternatives (see Tips & Tricks for Teachers for details) if writing in real-time is needed
	Ask students to install any APPS or e-learning platforms which will be used in class
	Ask students to bring at least one digital device which can access to ZOOM and e-learning platforms if needed during class
	Ask students if any of them may require special arrangement and digital support
	Ensure the ZOOM Class Deputy clearly understands his/her responsibilities
	Ensure the ZOOM Class Deputy receives links and sources which will be shared in class
	At the beginning of Class
	Wear a mask, sanitize hands, and wipe equipment (such as microphones) with alcohol (75% or above)
	Ensure all on-site students wear a mask and keep social distancing
	Close all browsers which will not be used in class
	Check all on-site students turn off their electronic devices' volume.
	Check volume of microphone and speakers
	Request online students to turn on webcam and type in their name
	Check online students can clearly hear the voice from the classroom and observe what is happening in class
	Mute all students
	Start recording
	During Class
	Check with students and Class Deputy the correct shared screen after switching between different interfaces
	Walk around the class and make eye contact with on-site students
	Look at webcam from time to time
	Occasionally check with the ZOOM Class Deputy for any questions
	Interact with on-site and online students via posing questions
	Ensure on-site students speak via a microphone when they wish to share opinions, propose questions, and so on (Ask Class Deputy to type out those questions in the ZOOM chat if needed)
	Ensure all students understand guidelines/instructions of "spontaneous" activities if any
	Ensure all students have equal opportunities to participate in discussion and activities, ask questions, and provide comments
	After Class
	Update course materials and upload ZOOM recordings on the appropriate e-platform
	Review and respond to questions and feedback from students in the ZOOM chat, discussion forums, emails and so on
	Provide a communication channel for students to bring up any difficulty during class