

Hybrid Classes Taught Remotely

Last Modified on 10/13/2022 11:54 am EDT

Hybrid classes where the instructor is teaching remotely pose a unique technological challenge. How can you provide everyone in the class with the same experience, both the remote students and the students in the classroom, if the instructor is *not* in the classroom? Wharton Computing has tested several different scenarios, and we have the simplest solution: Everyone calls into the meeting from their own device, both at home and in the classroom.

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Before you begin, you will need:

- A laptop, or other portable device with web conferencing software installed.
- Headphones (required for in classroom students, recommended for remote students)

For the Instructor

You will teach class as you would normally in a remote setting. Log into your Canvas page, start up your web conference the way you normally would, and teach the way you always do. We ask that you start up the room and be available to test with the students in the classroom 30 minutes prior to the start of class, which will give time to work out any issues before class actually begins. We also recommend reminding students of some classroom etiquette that will be especially important when people are in the room together.

Reminders for Students

- Turn on cameras.
- Classroom attendees **must** use headphones.
- Mute your microphone unless you are speaking.
- Use the Raise Hand feature to ask a question

For the Students

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If you are **not** in the classroom, nothing will be different for you. Simply connect to your class like you normally would.

Students Attending from the Classroom

If you *are* in the classroom, you will need to have a couple of things with you: Your device for web conferencing (a laptop, phone, or tablet), and a pair of headphones.

You *must* have headphones. The only way to insure that you will be able to speak to the instructor is for everyone in the classroom to have headphones. They do not have to be expensive, and they do not have to have a microphone (although it's fine if they do), but you must have a set. None will be provided in the classroom, you must bring your own.

Etiquette Reminders

- Turn on your camera.
- Mute your microphone unless you are speaking.
- Use the Raise Hand feature to ask a question.

Questions?

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Students, contact the [Student Tech Center](#).

Instructors, email class-tech@wharton.upenn.edu prior to the class.

For emergency assistance, call 215-573-0402.
