10 Tips for Designing and Teaching a HyFlex Course

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1. 400 – 600 students across two sections each semester
2. Financial Accounting (Principles I)
3. 90% are NOT accounting majors
My HyFlex class development timeline

• Pre-2005: Used paper-based activities in class
• 2006: Added clicker questions in class
• 2010: Started recording class for student reference only
• 2012: Formally added live online option & polling questions
• 2018: Added asynchronous option with polling
Design process

• Design asynchronous course as usual
• Map out activities for synchronous class sessions
  ✓ Support asynchronous activities
  ✓ Engage students
  ✓ Build instructor presence
• Allow time in first few weeks to acclimate students to everything in class
Assignments

• Lecture videos
• Homework exercises
• Excel exercises
• Data analytics projects
• Quizzes
• Exams
• Polling questions
• Discussions/activities (in classes <50)
Exams in an online environment

• Moved away from proctored exams
• Reduced weight of exams
• Added additional assessments
• Students can drop one lowest exam score
• Designed a lot of graded practice into the course
Rollout technology over 1st ≈ 3 weeks

- Microsoft Teams (LMS)
- Microsoft Teams Meetings (streaming platform)
- Publisher platform registration
- Lecture videos in Homework platform
- Exercises in Homework platform
- Excel activities in Homework platform
- Polling questions
- Quizzes in Homework platform
- Data analytics projects in Homework platform (Excel, Tableau, Python)
- Exams in Homework platform
Rollout over 1\textsuperscript{st} \approx 3 \text{ weeks}
<table>
<thead>
<tr>
<th>Date</th>
<th>During class time</th>
<th>What's due outside of class (Homework platform, 11 pm)</th>
<th>New tech being introduced</th>
<th>Plan for live class</th>
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<tbody>
<tr>
<td>Week 1</td>
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<tr>
<td>Friday</td>
<td><em>Class</em></td>
<td>Introduction to class</td>
<td>Teams Meetings;</td>
<td>Introduction to course &amp; talk about Chapter 1 lecture videos</td>
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<td>Homework platform</td>
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<td>registration; Homework</td>
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<td>platform lecture videos</td>
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<td>Friday</td>
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<td>Register for Homework platform</td>
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<td>Flash Books. Direct</td>
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<td>Homework platform link</td>
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<td>Friday</td>
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<td>Hmwk: Chapter 1 lecture videos, Part 1</td>
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<td>Week 2</td>
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<tr>
<td>Monday</td>
<td><em>Class</em></td>
<td>Chapter 1</td>
<td>Homework platform</td>
<td>Do Homework platform</td>
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<td>exercises. Homework</td>
<td>Exercise S1-12 &amp;</td>
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<td></td>
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<td>platform Excel.</td>
<td>Excel S1-12 in class live</td>
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<tr>
<td>Monday</td>
<td></td>
<td>Hmwk: Ch 1 lecture videos, Part 2</td>
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<tr>
<td>Wednesday</td>
<td><em>Class</em></td>
<td>Chapter 1</td>
<td>Reinforce Homework</td>
<td>Do Homework platform</td>
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<td>platform exercises and Excel</td>
<td>Exercise S1-14 &amp;</td>
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<td>Excel S1-14 in class live</td>
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<td>Wednesday</td>
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<td>Hmwk: Exercise S1-12</td>
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<td>Wednesday</td>
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<td>Hmwk: Excel S1-12</td>
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<tr>
<td>Friday</td>
<td><em>Class</em></td>
<td>Poll questions in class - introduction</td>
<td>Learning Catalytics.</td>
<td>Talk about exercises</td>
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<td>Homework platform Quizzes.</td>
<td>and quiz that are</td>
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<td>due - talk about poll</td>
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<td>questions - possibly Excel S1-17 live in class</td>
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<td>Friday</td>
<td><em>Class</em></td>
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<td>Friday</td>
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<td>Hmwk: Exercise S1-14</td>
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<td>Hmwk: Excel S1-14</td>
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<td>Hmwk: Exercises in Chapter 1, Part 1</td>
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<td>Friday</td>
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<td>Quiz: Chapter 1, Part 1</td>
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## Week 3

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<th>New tech being introduced</th>
<th>Plan for live class</th>
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<td>Week 3</td>
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<tr>
<td>Monday</td>
<td>No class - Labor Day</td>
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<tr>
<td>Wednesday</td>
<td><em>Class</em></td>
<td>Chapter 1</td>
<td>Microsoft Teams</td>
<td>Introduce Teams in class</td>
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<td>Wednesday</td>
<td><em>Class</em></td>
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<td>Wednesday</td>
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<td>Hmwk: Excel S1-17</td>
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<tr>
<td>Friday</td>
<td><em>Class</em></td>
<td>Chapter 1</td>
<td>Data analytics project - Office 365</td>
<td>Do Project 1 live in class</td>
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<td>Friday</td>
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<tr>
<td>Friday</td>
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<td>Hmwk: Exercises for Ch 1, Part 2</td>
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<tr>
<td>Friday</td>
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<td>Quiz: Chapter 1, Part 2</td>
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Class startup slides
Welcome!

Q & A session will be starting at 7 pm...

During our session, you will be able to hear me – and you can use the chat room to ask questions.

We will be testing audio around 6:57 pm....

Have questions? Ask in the chat room – click on purple tab in lower right corner and then click the chat bubble.
This session is being recorded
Screenshots from my Blackboard course & Collaborate Ultra
Welcome!

This classroom, including both the physical classroom and the online virtual classroom, is a place where you will be treated with respect. I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability - and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class.

Pre-class Q & A session on Sunday, January 12, 7 - 7:30 pm

Curious about attending class using Blackboard Collaborate Ultra? Pop into this live online session at 7 pm on Sunday, January 12, to try out Collaborate Ultra. I (Dr. Tietz) will be hosting a 30-minute session to allow you to experience Collaborate Ultra before class starts the next morning. This pre-class session is optional. To attend, a few minutes before 7 pm on Sunday, click on Collaborate Ultra in the left side menu here in Blackboard and follow the prompts....it's that easy.

Course Announcements

For our course, I will post announcements about upcoming events, assignment due date reminders, and other important communication here in the Announcements folder. In addition, each announcement is emailed to your Kent State email account. Check your email and Announcements frequently. Also, you can download the Blackboard student app to get notifications of new announcements.
Collaborate Ultra Info

Blackboard Collaborate Ultra

Click here to attend class live! Collaborate Ultra is pretty user friendly. There is a quick tutorial that pops up the first time you use Collaborate Ultra. You can go to this link for help with Collaborate Ultra or you can contact the University Help Desk at

Attending class

This class is a hybrid format. You can attend class live online or in person....or view a recording the same day as class.

Options include:

Live/in-person (BSA 200): Classes meet M-W-F 7:45 am or M-W-F at 8:50 am. (Only sections 001 or 002 during the first week can attend in person.) Fridays there are no live classes; you view videos and answer questions in MyLab.

Online Live (Collaborate Ultra): (For all classes.) You will be able to see the screen and hear the instructor’s voice. In addition, you have a chat window available where you can ask questions or comment during the class session.

Recorded Sessions: You can also view the recording of class on any Monday or Wednesday between 11 am and 11 pm. You will answer Learning Catalytic questions over the recording; you must score 100% to earn credit for class attendance in this mode. See syllabus for additional details.
To attend the 7:45 – 8:35 am session

To attend the 8:50 – 9:40 am session

To attend online office hours: Tuesdays 9 – 11 am
Explain HyFlex to students
**Best class attendance options**

**LOCATION:** Choose either:
- In-person in Room 200
- Online in Collaborate Ultra

**TIME:** Choose either:
- 7:45 – 8:35 am
- 8:50 – 9:40 am
One more attendance option...
Collaborate Ultra: 3 attendance options

• **7:45 – 8:35 am**: Attend in Room 200 or online using Collaborate Ultra and answer polling questions during class.

• **8:50 – 9:40 am**: Attend in Room 200 or online using Collaborate Ultra and answer polling questions during class.

• **11 am – 11 pm**: View recording from class and answer polling questions in a self-paced “quiz” that submits automatically at 11 pm on the day of class.
Emergency? There is an automatic 24-hour extension available on all homework and quizzes, no questions asked.
Best practices tips #1 - #5

1. Rollout technology over a period of weeks
2. Reinforce usage of technology over those first weeks
3. Polling throughout live sessions
4. Polling grading: Participation during live sessions & Accuracy for asynchronous polling
5. Practice class with family or friends until you are completely comfortable
Best practices tips #6 - #10

6. Test classroom equipment every semester – anything that you do not have 100% in your possession

7. Start class with slides about how to use streaming platform and/or polling software

8. Use a “Session is being recorded” slide

9. Host a Q & A session on the streaming platform the day before class starts

10. Have a 24-hour grace period
10 tips for student engagement in a HyFlex class
TIP 1: Ask for pet pictures
Email your pet pictures to me... I will feature one in class each day

Jubilee
Tip 2: Have competitions
Exam 2 review (chapters 1, 2, 3)

WingedCrab

1

10381
12 out of 15
Kahoot!

- Basic is free for educators, limited players
- Costs from $5-$15 per month to increase players (up to 2,000 with expanded question options)
Tip 3: Play music
Tip 4: Use social media
Reinforce material

When I purchased this airline ticket, it was unearned revenue for Frontier Airlines.
I normally make pottery bowls for customers for $20 each, variable costs per bowl are $5 each and fixed OH is $1,000 per 100 bowls. Should I accept a special order of $10 each for 30 bowls?
Give reminders

Don’t forget to bring your written homework to your breakout sessions tomorrow!
Tip 5: Use Real Life Examples
To raise large amounts of cash, an entity will often issue a bond, similar to the $33 million dollar bond just approved by USF’s Board to fund building a new dorm on the St. Petersburg campus!
At the aquarium...

Octopus! This would be considered Property, Plant and Equipment on the Aquarium's Balance Sheet!
On a billboard

A trademark is an intangible asset.
Local examples...

Background: Used the sale of this house from 2015 as the example for relative-sales-value method in PP&E chapter

OMG OMG OMG THAT’S MY HOUSE AHHHAHAHAHAHAHHH

217 Main Street, Kent, Ohio
Tip 6: Host Study Sessions
Virtual Study Sessions
In-person study sessions
Tip 7: Incorporate Videos
Video resources

- Find engaging videos (such as How It's Made or Shark Tank)
- Ask students to answer multiple choice questions about the video
- Have students post to a discussion board
- Refer students to other faculty videos for additional resources
• Create assignments that require video submissions
• Have students make a video (their choice) using a "real world" example relating to concept discussed in class
• Students can use free software (i.e., Screencast-O-Matic)
• When grading, you can provide feedback using audio/video feedback in LMS
Tip 8: Increase communication
GroupMe: Mobile group messaging

- Easy to use with your phone
- Owned by Microsoft
- Size limit is 500 students
- Free for everyone
- Commonly used by students
Message here to everyone
<table>
<thead>
<tr>
<th>Option</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine, all my classes are going well</td>
<td>3</td>
</tr>
<tr>
<td>Okay, some bumps along the way but it will be okay</td>
<td>2</td>
</tr>
<tr>
<td>A little nervous, things are different</td>
<td>2</td>
</tr>
<tr>
<td>Not great, I am nervous</td>
<td>1</td>
</tr>
</tbody>
</table>

Total votes: 8
Tip 9: Use gamification
Escape Room
After a long week, Friday has come, and after a long day, 3:00 PM has come! A couple of hours stands between you and your beloved weekend beach plans. Your beach plans and the assorted possibilities abound, and all that’s left to do is last until 5pm. Oh No!! What’s this? You spy your Senior Partner (Mr. Hinkle) strolling toward you. You try to hide, but he calls you out.

**Mr. Hinkle:** Good Afternoon. Thank you for volunteering. I need you to go out to Green Lawn Corp’s headquarters and help them with several outstanding questions they have. They have a board meeting over the weekend and they need several tasks completed. It should take you approximately 50 minutes to finish the analysis. This needs to be done before you leave for the weekend.

Now you start hustling around the office to take what you need to Green Lawn Corp and leave for their headquarters. Make sure to grab a pen and paper as you’ll need to take notes on the different questions they have.

Upon arrival, you gather what you need. Complete each analysis and save yourself from working over the weekend!

Let’s get started - The Weekend is Waiting
Includes timer to simulate urgency; letter awarded for correct answers
Tip 10: Assign projects with new skills
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Accounting is Analytics
DATA ANALYTICS TEACHING MATERIALS FOR INTRODUCTORY ACCOUNTING

KAT Insurance: Data analytics case for introductory managerial accounting

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Questions?

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- Tracie Miller-Nobles
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