Hybrid teaching in Aalto University

Hybrid teaching is an increasingly relevant topic at Aalto University, but sometimes it is unclear what is meant by hybrid teaching, and how it should be implemented. This quick guide gives an overview of hybrid teaching, as well as tips for equipment and spaces available at Aalto. The fastest way to get started is by checking through the checklist below.

Checklist for hybrid teaching

Before the hybrid session

1. Reflect, whether hybrid model is certainly the best alternative available to support students learning. Support for decision making can be asked from digital pedagogy specialists.
2. Check, that the room booked for your teaching is labelled ‘lecture capture ready’ or ‘Panopto ready’ from ITS Wiki page. Check the room equipment on Aalto Booking service.
3. Reserve enough time for planning the structure and schedule carefully.
4. If needed, ask your school for audio visual equipment to borrow, or make use of Aalto Takeout’s equipment.
5. Test the implementation of your session before, if possible.
6. Ask students to register or otherwise inform you whether they will be present on-campus or online. For this, you can use for example the Choice activity found in MyCourses. During eg. Covid restrictions, make sure you know how many people are allowed in the space.
7. Inform the students about room details and online participation links as early as possible.

During the hybrid session

1. At the beginning of the session, check that all the participants (on-campus and online) are able to see and hear each other, and that your screen sharing is functioning.
2. Describe the structure and practicalities of the hybrid session, and instruct how to ask for speaking turn, comment or question both online and on-campus.

What is hybrid teaching?

Hybrid teaching is a third option between traditional on-campus and online teaching. In this context, by hybrid teaching we mean teaching situations or sessions, where simultaneously some students or teachers are present online while some are present physically. A course that involves hybrid teaching, can naturally also contain fully online or fully on-campus teaching based sections.

A related to concept to hybrid teaching is blended learning or blended teaching, that means a course that contains both face-to-face and online mediated learning and interaction. Blended learning can also refer to a learning session where digital tools are made use of with students who are physically present. Thus, blended learning is not the same thing as hybrid teaching, but they are closely related.

Teaching in hybrid manner is not going to replace fully online or on-campus teaching, or blended learning that combines these two. Hybrid teaching is one more option to use to have more flexibility in teaching and studying.

When to use hybrid teaching?

Hybrid teaching usually demands more effort from the teacher than purely online or on-campus teaching. Because of this, it is wise to use hybrid teaching only when it really adds value to learning. With good equipment and basic skills mastered, hybrid teaching enriches teaching and helps utilizing different possibilities of interaction present and online.

One key value of hybrid teaching is the flexibility it gives for the student. The student can based on their preferences and situation choose whether to participate physically on-site or online. This way, students who for example live further away, work full time or suffer from illness are given the possibility to participate fully online while those who prefer on-campus learning are given the option to do so.

Hybrid teaching is a good format when a course has multiple teachers or teaching assistants. Together, managing multiple channels and tools is considerably easier. It is also possible to give hybrid teaching on one’s own. In that case, the preparations need to be done extra carefully, so that everything will function as expected during the session.
Hybrid teaching means all kinds of teaching, where participation is simultaneously made possible both physically present on-campus and digitally online.

One typical example is a lecture given in a lecture hall, streamed live online using for example a built-in lecture capture camera.

**Example structure of a hybrid session**:

<table>
<thead>
<tr>
<th>Teacher does</th>
<th>On-campus participants do</th>
<th>Online participants do</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opening</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening the session: Teacher describes the goals and practicalities for the session.</td>
<td>Listen and see the presentation on lecture space screen</td>
<td>Listen via Teams and see the presentation on Teams</td>
<td>Teams, Powerpoint</td>
</tr>
<tr>
<td><strong>Spark up interest</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gives an interest-sparking questionnaire on Presemo, shares the link via Teams</td>
<td>Open up Presemo on mobile device</td>
<td>Open up Presemo on mobile / desktop device</td>
<td>Presemo, Teams</td>
</tr>
<tr>
<td><strong>Discussing spark-up exercise</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asks for comments and chairs the discussion in the room and via Teams</td>
<td>Comments on the exercise, and listen to others’ comments in the room and via speakers</td>
<td>Comments on the exercise, and listen to others’ comments via Teams</td>
<td>Room microphone (Jabra, Catchbox etc), Teams</td>
</tr>
<tr>
<td><strong>Presenting the key topic</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gives presentation on the topic using Powerpoint</td>
<td>Listen and see the presentation on lecture space screen</td>
<td>Listen via Teams and see the presentation on Teams</td>
<td>Teams, powerpoint</td>
</tr>
<tr>
<td><strong>Group activity</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groups students in the room and starts breakout rooms on Teams</td>
<td>Discusses with their group in the room</td>
<td>Discusses with their group in Teams breakout room</td>
<td>Teams</td>
</tr>
<tr>
<td><strong>Summing up group work</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asks for comments from the groups and chairs the discussion in the room and via Teams. Takes notes on a digital whiteboard.</td>
<td>Comments on the group discussion, and listen to others’ comments in the room and via speakers</td>
<td>Comments on the group discussion, and listen to others’ comments via Teams</td>
<td>Room microphone (Jabra, Catchbox etc), Teams, digital whiteboard (Flinga, Teams whiteboard, Jamboard etc)</td>
</tr>
<tr>
<td><strong>Closing and feedback</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session closure: Teacher sums up the session take-home message and describes what follows. Collects instant feedback via eg. Presemo: What worked, what didn’t work, what remained unclear?</td>
<td>Listens to and asks if something is unclear, gives instant feedback on mobile device</td>
<td>Listens to and asks if something is unclear via Teams, gives instant feedback</td>
<td>Teams, Presemo</td>
</tr>
</tbody>
</table>

**How to engage students in hybrid teaching?**

Give **clear and consistent instructions** for both online and in-class participants, so that everyone knows what to expect. You can for example tell how questions can be asked (via chat or virtual ‘raised hand’ etc.) or how possible group work will be carried out.
Allow students to choose how they participate to teaching. If the classroom capacity is limited due to eg. Corona virus restrictions, you can collect registrations for in-class participation. For example, MyCourses activity Choice can be utilized in this.

Consider options to promote fellowship and teaming up between the in-class and online students. You can for example ask for students wishes via polls, and every now and then confirm that everyone can hear you and are participating. You can also try brief group exercises, that foster social connection. If the groups contain both online and on-campus students, make sure the on-campus members have at least one device that allows joining the online group.

Hybrid teaching tools and spaces

Integrated set-ups in classrooms / studios

At the Aalto University campus, you can find over 70 lecture capture spaces. Lecture capture space means that space is equipped with one or multiple video screens, video camera(s), wireless microphone(s), speakers, and AV-computer with applications like Panopto video recording, Zoom, and Teams installed. In many cases, this equipment is applicable to be used also for hybrid classroom teaching. Check and test the space beforehand, though.

- A regularly updated list of the spaces based on their address is at this Wiki page: https://wiki.aalto.fi/display/OPIT/Lecture+capture+spaces
- You can also search for lecture capture spaces via space booking system booking.aalto.fi by selecting Filter by accessories – Lecture Capture.

Bring your own device

Aalto Takeout lends different equipment for free for all Aalto staff (ARTS operated service, ARTS needs are prioritized). For a hybrid session, consider for example the following equipment:

- Smartphone grip/stand: https://takeout.aalto.fi/606512
- Gimbal for smartphone: https://takeout.aalto.fi/607360
- Speakerphones: https://takeout.aalto.fi/608843 and https://takeout.aalto.fi/50675

Bringing your own devices with you to a hybrid classroom is also possible. Read the case of how to set up a hybrid session with Zoom by following these steps: https://wiki.aalto.fi/display/OPIT/Zoom#expand-Case1Onlineandinpersonlecturesimultaneously.

In case your institution or school has funding reserved for this, you can also buy equipment through Aalto IT Orders.

What type of support is available for setting up hybrid teaching?

Consult a digital learning specialist

Aalto Digital Learning Environments team supports planning and implementing hybrid teaching, especially before and in the beginning of a session. Contact your school’s digital pedagogy specialist, whose contact information you can find on Aalto.fi. Or book a meeting with a specialist from Book a session with a specialist service.
Specialists serve you with planning hybrid sessions and finding the best suitable practices, tools and spaces for these sessions. If you want, you can also ask a specialist to join you in the first 15 minutes of the first hybrid session to support and observe.

**Technical support in teaching spaces**

Aalto IT End User Support (EUS) and Aalto Lobby Services support with technical problems and questions related to the equipment of classrooms. Find Aalto IT and Aalto Lobby Services' contact information from a classroom, usually on the front desk.

**Coming soon - New Hybrid Teaching Studio!**

Among other spaces that support hybrid and online teaching, new Hybrid Teaching Studio is being built and ready to be launched soon. You will be informed about the launch date and future demo days when you can test equipment in the studio.