Q & A about Hybrid Courses

What are hybrid classes?
In the hybrid format, we mix face-to-face classroom instruction with online activities and outside resources to reinforce and complement what is learned in class. Hybrid courses offer more convenience and flexibility to fit into students' busy schedules. We offer hybrid courses in asynchronous and synchronous formats. Synchronous means working together at the same time, and in the online learning world, live chat rooms and live online conferences are good examples of synchronous communication. On the other hand, asynchronous learning can be carried out at the student's convenience. Examples of asynchronous learning are pre-recorded lectures and self-testing exercises.

What will be different about hybrid courses?
You will do at least as much work in a hybrid course as in a regular traditional face-to-face course. You will have to manage and schedule your time well. Other things to consider:
- Hybrid courses may have synchronous online meeting times. Be sure to read the course syllabus to find out when you are expected to attend and be sure you will have computer/internet access for online assignment deadlines.
- You should be prepared to do different kinds of work than in traditional face-to-face courses. The work required may be more creative and may require you to be involved in small group collaborative work online.

How computer literate do I have to be?
To effectively participate in the online portion of hybrid courses, you should be comfortable with each of the following:
- email functionality;
- word processing programs;
- electronic file management: uploading to and downloading from your online classroom;
- participating on a discussion forum or message board; and
- internet research.

What computer technology will I need?
Although the computer lab on campus is open during regular school hours, you will need other access to a computer to fit your class and study schedule. Our email system, file sharing, and online classroom is Google based. Other programs you will need to use include Microsoft Office Suite (Word, PowerPoint, etc.). Refer to your course syllabi to see if your instructors require you to use specific software to format your files or to complete course assignments. You will need:
- *Regular access to a computer.* You may be limited if you expect to complete all your work on a smart phone or tablet - it may not be possible to submit files required for certain assignments.
- *Access to a fast, reliable internet connection.* This will be necessary to access email and the online classroom, as well as to download resources, upload assignment files, and watch videos.
- *A working camera and microphone on your computer.* These are needed to participate in online discussion groups.
- *An up-to-date internet browser and related plugins.* We recommend the latest version of Google Chrome, Firefox, Safari, or Internet Explorer.

- ✓ *Productivity software, such as Microsoft Office (Word, PowerPoint, Excel) or Open Office.* Various Microsoft Office software packages for students can be purchased at http://office.microsoft.com/en-us/university/
- ✓ Open Office is a free option that is available for you to download and install on to your computer from the web. However, please note that instructors may only accept Microsoft Office files (such as Word ".docx" or PowerPoint ".pptx" file types). Visit https://www.openoffice.org/download/index.html
- ✓ Alternatively, you can compose assignments using the Google Docs app available through Google Drive. This is a great free cloud-based alternative that allows you to access and compose your documents from most any device with an internet connection. From Google Docs you can easily export documents to a Word .doc or .docx file type. Learn more at http://www.google.com/drive/about.html

What if I experience technical difficulties?
We do our best to assist you with issues related to our online educational platforms. Most often, inconveniences are a result of simple user error and you should first trouble shoot issues on your own or with your instructor/classmates. If you cannot problem solve a technical issue by yourself, you can contact Matt Nannis at mnannis@daoisttraditions.edu. In your email, please include a screen shot of the error message you are seeing, a summary of the steps that you took prior to the situation occurring, and your availability to talk by phone in case it is needed to resolve your issue. You will receive a reply by the end of the next business day.

We suggest you develop a backup plan in case your technology fails for one reason or another. Discuss your situation with your faculty member while on campus. Identify a friend or classmate who can help you if an issue arises. Know where the nearest public computer is and what its hours of operation are.

If you tend to put things off until the last minute, the hybrid format can present you with serious difficulties. Extensions are often not available for online assignments and if you run into a technical problem when you try to complete an assignment at the last minute, your grade may be affected. Read your course syllabi for instructor and college policies.