

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 presentations.

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. As in any program, you should be good at managing and scheduling your time. Other things to consider:

- Our 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 work that may be different 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.
- 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. See course syllabi for instructor and college policies.

How computer literate do I have to be? To be successful in a hybrid program, you should be able to work online and to use computers in your work. 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.). Your instructors may require you to use specific software to format your files or to complete course assignments. Be sure to check out the course syllabi as early as possible to make sure you will be able to meet the computer requirements. You should:

- Own a relatively new computer or have regular and uninterrupted access to one to complete the online portion of your coursework.
- Have a reliable, fast internet connection and an updated browser. Chrome or Firefox are suggested.
- Have a working camera and microphone on your computer. The computers in the DT computer lab are equipped with these components.
- Be familiar with basic word processing programs.
- Be comfortable with electronic file management: uploading to and downloading from your online classroom; basic internet research skills; basic email functionality; and, ability to participate on a discussion forum or message board. You should also know how to download appropriate plugins if one is needed to read or view a file.
- Develop a backup plan in case your technology fails for one reason or another. Identifying a friend who can help is a possibility, but you should also know where the nearest public computer is and what its hours of operation are.

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. CANVAS, Our Learning Management System, is used to deliver courses and for file sharing. Our email system is Google

based. Other programs you will need to use include Adobe Acrobat and 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>

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