Logistical Considerations for Preparing to Teach a Face-to-Face or Hybrid Course

The following information is for instructors teaching in face-to-face or hybrid (some students are in the classroom and some are joining virtually) courses. Guides for synchronous virtual and asynchronous virtual instructors are also available.

- All face-to-face courses should include hybrid elements to support students with temporary alternative learning arrangements (TALA) and the eventual move to virtual instruction later in the semester:
  - Hear how one instructor manages virtual and face-to-face students on the Keep Teaching Strategies podcast.
  - See the new classroom camera and microphone.
  - Learn how to screen share a PowerPoint presentation on Zoom while also presenting to students in the classroom.
- Find out what to expect in Iowa classrooms during COVID-19, including a tour of a classroom.
- Strategies like a simple minute paper—in which students quickly write down a main point or a lingering question—during a pause in the lecture can help to engage all of your students. You can also explore other strategies for active learning in hybrid and socially distanced courses.
- Even if you don’t currently have virtual students, consider integrating digital elements now to ease the planned transition to virtual learning later in the semester.

ICON Learning Management System (LMS) for All Course Types

- All university courses are automatically provided an ICON site, which you can use to organize course materials, post grades, and organize activities and assignments such as discussions, quizzes, and more. Visit ICON: Getting Started for Instructors for helpful information.
- In all cases, but especially if you will be teaching virtually, it is helpful to publish your course several days in advance (some experts suggest 7 to 10 days, if possible) so students know how to connect with your course. Even if you are still working on unpublished ICON content for the semester, you can still publish the course and a module with “Getting Started”
information: crucial resources and, if you are teaching virtually, instructions about how students will log on to the course.

- You can [self-enroll in an ICON course with basic template components](#) that you can download and use to create your own effective course site.
- Visit the [OTLT Events page](#) for a variety of trainings, including sessions on developing your ICON site, and watch recorded webinars about [Using ICON to Deliver a Well-Structured Course](#) or [Creating Online Engagement with Discussion Forums](#).