HOW AN OLLI HYBRID CLASSROOM WORKS

In-person participants:
- See presentation on large screen at front of classroom
- See remote participants on TV at front of classroom
- Hear remote participants through speakers in classroom ceiling
- Hear SGL through a hand-held mic (as needed)

Online participants:
- See PowerPoint presentation on their laptop (from SGL laptop)
- See in-person participants on their laptop (from camera on top of TV)
- Hear in-person participants on their laptop (hearing is best when SGL repeats the question)
- Hear SGL on their laptop (from microphone on the table in front of you that feeds directly through the SGL's laptop into Zoom)

OLLI
- Hosts Zoom meeting
- Sets up all equipment

SGL
- Runs the PowerPoint
- Calls on both in-person and remote participants
- Sits at table in front of laptop/microphone so that sound quality is best for online participants
- Repeats in-person questions so online participants can hear

VRM: Virtual Room Monitor (OLLI staff or AU Intern)
- Manages View (between Gallery and Speaker) to best present online participants
- Troubleshoots technology issues

SGR: Study Group Rep (Class member)
- Reading out online chat questions to SGL, using a microphone
- Goes around to in-person participants with a microphone
- View full list of [hybrid SGR duties](#)

Class Zoom Link
OLLI staff schedule all Zoom classes (meetings) and send meeting links to the class members. Meeting links are sent via email from our database and come from the email "DoNotReply@olli-dc.org." Participants can click on the link next to the class information. *The Zoom link is sent to all class members of hybrid classes, regardless of their participation type.*

Hearing Loops
- In-person participants can use hearing loop receivers and earphones to help them hear inside the classroom

HYBRID BEST PRACTICES FOR SGLS

Before Class
- Make sure you have your presentation on your laptop, flash drive, or emailed to Jesse Williams (whichever is agreed upon). If you email it to Jesse, it must be e-mailed *before* the day of your class.
- Arrive 15 minutes ahead of time so that there's adequate time for OLLI staff to get you set up (30 minutes ahead of time the first class)

Start of Each Class

- Start on time
- Introduce yourself (first class)
- Welcome class members
- Go over Zoom-specific etiquette/expectations:
    - Explain any muting policy for the class (will online participants be muted the whole time until it's time to ask questions?)
- Let members know the following about asking questions:
    - When questions will be taken (for hybrid classes, we suggest SGLs take questions *at the end*, which helps minimize hearing issues for online participants)
    - How questions will be taken
        - Online: place questions into the chat to be read by SGR or raise virtual hand to be called upon and then speak
        - In-person: raise hand and after being called upon, their question will be repeated for online participants

Delivery Tips

- Plan to *sit in front of the laptop* for your class, instead of walking around. This works best for hybrid classes so that those online can hear. There is a microphone on the table in front of you that feeds directly through the laptop into Zoom.
- As mentioned above, we suggest taking questions at the *end* of the class for hybrid classes, versus throughout. We have found that when a hybrid class has questions/ discussion at different times during the class, it adds to hearing issues for online participants.
- Repeat in-person questions, even when the participants are speaking through a hand-held microphone. *Since you are in front of the microphone with the direct Zoom connection, online participants can hear you the best.*