A Student's Guide to Hybrid Study

Getting started with Hybrid Study for your Course

› Forums about Course Information:
Check the forums in your Moodle course regularly for any updates from your teacher about your hybrid course. Updates may include any general information or instructions around what you may need to prepare for your first class, support available throughout the term including how to communicate with your teacher, or links to important course learning materials to assist you with your hybrid study.

› Course Outline:
Read the Course Outline to find out about detailed course information and objectives, learning outcomes and course expectations, course workload and assessments. Use the Course Outline as a tool to plan your study for the term.

› Communicating with your teacher:
Maintaining contact with your teacher during the term will be important so confirm with your teacher how they would prefer you to communicate with them and when they can be contacted. Teachers may expect to meet with students during specific office hours but also may implement other tools such as online after-class forums for example on MS Teams or Zoom. Keep this information handy for reference as teachers across courses will have different communication preferences.

› Support for your Hybrid Study:
If you need any help or are facing any circumstances which may impact your studies, talk to your teacher to find out what support services are available that can best help you. Browse through the Student Wellbeing Hub for a list of academic, financial, mental health and physical wellbeing supports available to UNSW students, including Special Consideration and Equitable Learning Services for people living with a physical or mental health condition or disability that impacts their studies.

Preparing to attend your Hybrid Class

› Check your course in Moodle:
Most teachers use Moodle to manage courses online and as an important communication tool i.e., Forums. Once you are enrolled in a hybrid course, ensure you regularly check your Moodle course for any information, updates or important learning materials relating to your course.

› Attending your hybrid class:
Confirm with your teacher on what flexible attendance options are available to you for your hybrid class. Does your teacher prefer you to let them know in advance if you will be attending class in-person or joining online? Let your teacher know if you are planning to attend the class solely online because you are physically unable to come to campus i.e., you may live overseas, interstate or based in a regional area. This will help your teacher understand if you will be in a different time zone and may assist them with their class planning throughout the term.

› Access to the right technology for your hybrid study:
Check that your computer or other devices are working and can support your hybrid study. Also check that you have access to a stable internet connection. Find out which digital platform i.e., MS Teams, Zoom, Blackboard Collaborate (BBC) or Lecture Recordings+ (LR+), your teacher will be using to help deliver your hybrid class. Test that you have access to this digital platform before you attend your first hybrid class and familiarize yourself with its tools and how it works. Reach out to UNSW’s IT Student Services if you need any help with access support for a range of technologies needed to engage in hybrid delivery.

Know when your hybrid classes take place:
Information about when your classes i.e., lectures, tutorials, seminars, labs etc. are scheduled is available through your term timetable. Not all your courses may be delivered in hybrid so it’s important to keep a copy of your term timetable handy and ensure you know when your hybrid (and non-hybrid) classes will take place. If you live overseas or another part of the country, make sure you are aware of when your online classes will take place and be mindful of any time zone differences. Refer to UNSW’s Student website for more information on Timetables for class and exams.

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Attending your Hybrid Class

Whether you attend your Hybrid Class in-person or online you should:

› Make sure you have prepared for your class including reading any learning materials, revise your notes from the previous class and have completed any homework assignments.

› Check the camera and microphone on your devices i.e., laptop, iPad, smart phone, are working, your internet (Wi-Fi) is connected, and you can access your digital platform, MS Teams, Zoom, BBC or LR+. Keep your passwords handy in case you need them and check that you have set up Multi-Factor Authentication for your zID.

› Remove any distractions i.e., log off social media or other media platforms, turn your smart phone on to silent if you are not using it during class, and concentrate on the topic(s) that is being presented or discussed.

› Listen and follow instructions given by your teacher e.g., use the 'raise hand' icon if joining the class online when you want to ask a question or contribute to class discussion, use, or turn on the microphone when you would like to speak, turn on your camera when you can so your teacher and classmates can see you.

› Be active and engage in class activities i.e., contributing to discussion in a breakout group, responding to a Poll, posting questions through Chat, or sharing short video/audio recording responding to course material via Chat or through online class forums.

› Observe the 'netiquette' (short for 'net etiquette' refers to rules of good online behaviour) guidelines provided by your teacher when interacting with your online classmates.

› Follow up with your teacher anything that you didn’t understand or need further clarification.

› If attending all your hybrid classes online, find a quiet place to sit and where you will be able to participate in class without any distractions or interference.

Tips for your Hybrid Study

Planning for your hybrid study is the same approach regardless of if you are attending your classes in-person, fully online or both (hybrid). Below are some handy tips to help you get started:

› Organise yourself:
  Plan a schedule to help you organize your homework, assignments (including groupwork), and study for assessments. Set a weekly schedule for the duration of the term and stick with it. Include important key dates such as assessment due dates, mid-term, and end of term exams to help you keep on track. Also, check with your teacher if the assessments or exams will be online or in-person.

› Download and organize any course and other learning materials:
  Make sure you can access and download any course or other learning materials that will help you with your study. Save and organize these resources in a separate folder on your device, ensuring you can access these quickly and easily when you need them.

› Use class recordings for revision and reflection:
  Most teachers usually record their lectures (through a digital platform and/or LR+) and post them online i.e., in their Moodle Course, so that their students can access after the live class has finished. Watching recordings are a great way for you to revise and reflect on key concepts presented in class at your own pace and on your own time.

› Have your teacher's contact information handy:
  Keep your teacher’s contact details handy in case you need to ask any questions or reach out to them. Also, be mindful of how they wish to be contacted and when they are available.

› Create a study group:
  Consider forming a study group with your classmates or friends so that you don’t have to work alone. Study groups are a great way to collaborate with others in your class and share information such as course notes. They also create a supportive learning network, where you can bounce ideas, ask questions, explain key concepts whilst encouraging and helping each other to learn. Set up a ‘group study’ schedule to meet regularly either in-person (e.g., book a library study space) or online using digital platforms such as MS Teams or Zoom.

› Participating in Groupwork:
  Organise a schedule to meet with your classmates to work on any group assignments or assessments you have been assigned. A suggestion may be to check the due date of your assignment or assessment and work backwards, planning for a set time to meet each week.

  Set up a group chat forum (i.e., online in MS Teams or using a message application such as What's App) and invite all group members to join. Save each group member’s contact details in a central file that all group members can access.

  Be flexible and open in terms of how you plan to meet. You may decide to meet in-person at the library but also have a backup plan to meet online using Zoom or MS teams if not all members can get to the library on a particular day. Be clear when assigning tasks to group members and communicate the group’s expectations in completing these tasks.

› Submission process for groupwork assignments or assessments:
  Confirm with your teacher what the submission process is for your group assignment or assessment. If the submission system is online, ensure you are familiar with what the online submission procedure involves.
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