



FIRST BAPTIST GARLAND

Hybrid Classroom Procedures

The following procedures are provided for those adult Sunday School teachers who elect to offer a “*hybrid classroom*” option when we return to on-campus small group gatherings on December 6. For our purposes, a *hybrid classroom* is defined as a meeting which includes both in-person and virtual (Zoom) components, allowing the class to engage in-person and virtual class participants at the same time.

Class Leadership Requirements

- If class leaders decide to offer the hybrid classroom option, they should promote it to their class members as an interim step toward everyone returning to class on the church campus. However, if the class has members or guests who live outside our ministry area or don't feel comfortable returning yet, this option should be extended for a longer period.
- The option should be promoted as a method for including as many people in Bible study, fellowship, and ministry as possible without requiring them to be on campus before they are comfortable doing so.
- **A separate “Tech person” in the class should be identified and enlisted.** The person is tasked with ensuring all technical aspects of the classroom experience are well planned and executed. The tech person can also serve as the Zoom host for the hybrid class meetings. This frees up the teacher to focus on the Bible lesson and not on other classroom management tasks.
- Communication to the class should be clear on how to access the class on Zoom. This should not vary from what has been experienced since the pandemic began – providing the Zoom link for each week's class session.
- Those joining the class on Zoom should know that there are certain interaction features which will not be as fully experienced in the hybrid option as they were when the class met only on Zoom.
 - Those joining on Zoom will be able to see the class gathered at the church.
 - Those joining on Zoom will not be able to verbally participate in discussion or other verbal conversations.
 - Those joining on Zoom will be able to submit comments, questions, and prayer requests through the Chat feature of Zoom.
- Enlist and assign someone to be the collector of Zoom Chat comments, questions, and prayer requests from within the on-campus class participants. This should be an ongoing assignment, but it could change from week to week. The person would need to join the class on Zoom (in order to see the Chat content) while also being in the classroom on campus.
- Those in the classroom at church should know that they will be able to see the class members who join on Zoom. However, they will not be able to engage in two-way verbal conversation with them – except through the Chat feature of Zoom.

- Training, orientation, and “practice time” in the assigned classroom will be provided beginning the week of November 16. (without class members present)

Technology Requirements

- Each hybrid class will need to provide two computers – either laptops or other devices (e.g., tablet, iPad). One laptop or tablet should be used by the teacher to deliver the lesson and communicate to both the in-person and Zoom class participants. The other laptop or tablet should be set up with the camera facing the assembled class at church – allowing Zoom participants to see the class members.
- Each device should have Zoom capabilities and have the Zoom App downloaded.
- The second laptop or table must be muted to prevent audio feedback from disrupting the meeting.
- The teacher’s laptop or tablet should be connected to the classroom TV via HDMI cable or similar wired connection. All classrooms with TVs will already have a HDMI cable or similar cable attached to the TV.
- Using the TV remote control, set the TV input to the HDMI port where the laptop or tablet is plugged in (e.g., HDMI 1 or HDMI 2).
- The HDMI connection will enable the on-campus members to see (on the TV screen) both the content shared by the teacher on Zoom and the class members joining by Zoom.
- **Thought will need to be given to the length of the class**, based on the Zoom account type owned by the class (i.e., 40 minutes or 1 hour). Zoom participants should not miss out on class content which begins or ends before or after the 40-minute time period (for the basic Zoom account).

Teaching Tips for Hybrid Classes

- There are only a few additional items (below) which teachers should consider when teaching a hybrid class.
- Be sure to include those joining on Zoom in the reported class attendance.
- At the beginning, give a special greeting to those joining on Zoom. *(They need to feel like they are really part of the class, even though they are not there physically.)*
- Remind those joining on Zoom that they can submit comments, questions, and prayer requests through the Chat feature of Zoom.
- Make sure the Zoom host or assigned “manager of the Chat” is ready to receive and pass on the comments, questions, and prayer requests received from those joining virtually.
- If the class gathers prayer requests for distribution later to the whole group, such as through e-mail or class website, make sure the requests received over Zoom are included.
- During each portion of the class time (i.e., announcements, prayer, Bible lesson) be sure to speak to both groups – Zoom and on-campus. Make eye contact with both groups at various points during the lesson.

- Since those on Zoom may not hear questions from the on-campus group, repeat the question for all to hear.
- At the end of class, again recognize those who joined on Zoom and invite them to join the class in person the next Sunday or continue on Zoom – their choice.