Course Delivery Methods Overview and HyFlex Guidelines

For College and Career Readiness Leaders
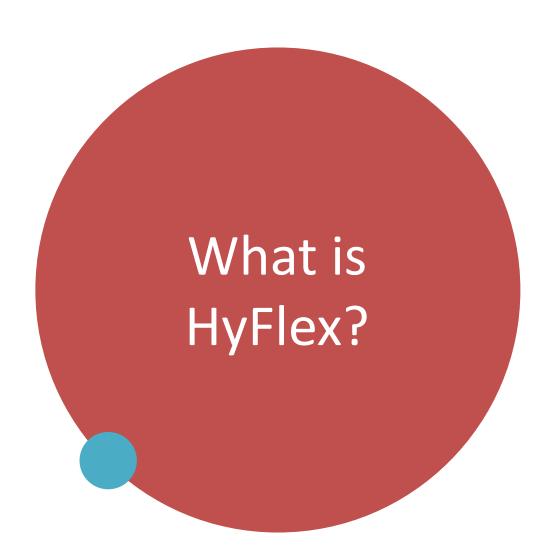
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Types of Delivery Methods

- Traditional Instruction: 100% face-to-face instruction.
- Online Instruction: 100% of the instruction delivered online.
- Hybrid Instruction: >50% online instruction, with some in-person components.
- Blended Instruction: ≤50% online instruction, with in-person components.
- HyFlex Instruction: Students choose session-by-session to attend in-person or online.

What is HyFlex?

Key Characteristics:

- Students choose in-person or online for each session.

- Online component can be synchronous, asynchronous, or both.

- Flexibility for students' personal schedules.

- Instructor Requirement: Must deliver content for both in-person and online students.

HyFlex Guidelines Based on State Board Code

Attendance:

- Document online participation (assignment or synchronous attendance).

No Mandatory In-Person:

- All content must be accessible online and in-person.

FTE Reporting:

- Campus hosting the in-person session is credited with the FTE.

CCR Classes and HyFlex Online Asynchronous Limitations

Online Asynchronous HyFlex Not Permitted:

- Due to limitations in tracking student log in and log out times, online asynchronous HyFlex is not an option for College and Career Readiness classes.

Required Practice:

- Colleges must adopt a system where students complete a form each time they log in and log out remotely.
- This ensures compliance by tracking the duration of student engagement in instruction.

LMS Limitations:

- The current Learning Management System (LMS) may track time spent in the system but **cannot** accurately track log in and log out times.
- Without precise log in/log out tracking, FTE calculations might be inaccurate, potentially leading to double counting.

Compliance:

- Accurate records of both log in and log out times must be maintained to ensure compliance with FTE reporting requirements.