

Lesson Planner for Teaching Live, Online Courses

Time	Strategy	Your Plan/Notes
	<p>Check-In</p> <p>Welcome students to class. Arrive 10 minutes early to allow time for informal chat. Discuss course updates, upcoming learning activities, important due dates, modifications to material/course schedule, and/or resources available for student support.</p>	
	<p>Activate and Revisit Prior Knowledge</p> <p>Share a quick recap of past lesson material or activities. Ask students to reflect on their definition/thoughts on the day's topic. Run a quick poll to gauge where students are with their understanding.</p>	
	<p>Lecture</p> <p>Consider sharing your screen with your slide deck, or give shared access to students via Google Slides. Be mindful of lecture length, weigh the pros and cons of recording your session, and consider dividing your lectures into smaller segments. Ask lots of probing questions, and encourage participation in the chat.</p>	
	<p>Questions</p> <p>Pause and allow time for questions. Students can come on-camera or use their microphone in most platforms. Also encourage students to direct their questions in the session chat.</p>	

	<p>Activity</p> <p>Run a group activity via breakout rooms in Zoom. Provide clear expectations and assign one person in each group to be the reporter, another to be a timekeeper, and another to keep the group on task. Consider providing guiding questions or a template for discussions in advance.</p>	
	<p>Process Activity</p> <p>Bring students back into the main room and ask each group to report out. Process together as a large group/whole class discussion.</p>	
	<p>Plans for Next Class</p> <p>Review plans and expectations for the next meeting. Clarify what students will need to do on their own time. Review resources, note upcoming due dates, and remind students about assignments or other course-related activities.</p>	
	<p>Formative Assessment</p> <p>Use poll, chat, or a Google doc to perform a quick, formative assessment of student learning. The list of 50 CATs is a resource.</p>	

**Adapted from Faculty-Facing Resource Handout for OLC Webinar held March 9, 2020.

For more information or to discuss how you might incorporate these ideas into your courses, contact the Reinert Center by [email](#).