"SYNCH" YOUR CLASS TIMELINE

BEFORE CLASS BEGINS

30-MINUTES BEFORE
- Arrive early to test out your equipment, screen sharing, troubleshoot tech issues, etc. Upload PDF files, media, website links, and other readings that support synchronous content.
- Open the online session early to students (5-10 minutes) so they can adjust their tech settings, troubleshoot technology, etc.
- If you plan to record the session, provide a note to yourself to record as a reminder.

BEGINNING OF CLASS
- Greet each student by name as they arrive to make them feel welcomed.
- Let students know that if you are recording, you will begin recording.
- Review the session agenda with students before you start the lecture and remind students about your guidelines, expectations, & tech support. Leave some time for Q&A.

DURING CLASS
- Minimize Distractions: Mute any participants who are not presenting.
- Begin with a low-stakes activity: Get students thinking about the topics.
- If you lecture, mix it up! Explain something and then ask students to do something. (Boland & Major, 2021)
- Towards the end of the session, leave some time (5-10 minutes) to allow for Q&A.

REFERENCES


AFTER CLASS
- Send a follow-up email/announcement summarizing what was covered during the live session, clarify misconceptions and if needed, include the recording.

FOLLOW-UP
- If your schedule permits, be available for a few minutes in case students have questions.
- If you are recording, make sure you stop the recording when you make your self available at Q&A.

BEFORE CLASS BEGINS
ONE WEEK BEFORE
- Provide a session agenda to students include learning objectives, activities, timelines, guidelines, expectations, and tech support.
- Consider the interaction tools that the software provides (breakout rooms, etc.)
- Do not require WebCam use but encourage its use and explain why having their cameras on will be beneficial (Turner & Merrill, 2021). Be sure to follow the UConn privacy guidelines per https://privacy.uconn.edu/updates/

DESIGN A PRE-ACTIVITY: Have students prepare/bring something before attending.