Zoom Lesson Plan Model

# Prep Before Class

* Ask students to watch videos and do reading assignments before they come to class. That way, everyone is prepared to have a productive conversation when they arrive in the Zoom class. If you have a hybrid/virtual class, set up specific days for students to read and watch videos. For instance, if your class meets on Zoom on Mondays and Wednesdays, ask students to watch videos on Tuesdays, Thursdays, and Fridays rather than before class. Students watch the videos, and we reinforce and practice the concepts during the Zoom classes.
* Log into Zoom 10-15 minutes before the scheduled class time. Greet each student by name as they come into the Zoom room, and chat with anyone who arrives early. Students will often log in a few minutes early to ask questions or to hang out and socialize.  This is a great way to engage students and build community.

# Class Time

1. **Start with a 5-Minute Warm Up:** Plan for tech problems! So, during the first five minutes of the class period (while students are arriving, navigating technical difficulties, and getting settled in for the lesson), direct students to do a short warm up activity.
   1. Warm up activities can be as simple as an ice-breaker to build community. Or it can be something like practicing a formulaic problem, applying a concept to something they’ve seen in their lives since the last class, writing in a journal, and so forth. Students can submit this work at the end of the week for a low-stakes formative assessment or it can just be presented as a warm-up activity.
   2. While this is happening, don’t forget to share your screen and show the warm-up activity directions and topics aligned to the course theme for the day.
   3. At the end of the five minutes, ask students to give a "thumbs up" when they're finished with the warm-up and are ready to move on.
2. **Move to Review:** When most have provided a thumbs up, review any homework assignments or other work, making sure students are aware of deadlines. Do this by asking, "What's due today? What's due tomorrow? What do you remember from the last class?" and letting students respond. This is a good way to reinforce topics you’re covering. You can also announce scholarship opportunities or events that Highline is hosting. This will help connect the students with campus more.
3. **Start with Questions:** Open the floor for questions and field questions. If you have a longer class time, field all questions. If you have a shorter class time, set a time limit for questions and when time runs out, invite students to stay after class to talk, come to your office hours, or send you an email. Usually, this time is used to review and discuss the information presented in the videos. This is a method of checking in with students, one of the tenets of the 4 Connections.
4. **Hands-On Activity:** For whatever comes next, always involve hands-on practice. For example:
   1. Do a workshop related to an assignment. Share your screen and show the assignment or lecture a bit, then do an example as they work on their own assignments. Talk through the example, pausing after each step so students can do their own work and ask questions. Try polls.
   2. Have students work on something in breakout rooms (assignment sheets or worksheets can be shared with students in advance of class). Students can do a small group practice.
      1. Make it a contest; first group back to the main room with a successful result earns a point.
      2. Make it an assignment: enable screen-sharing for everyone so that one student types the answers for each group, sharing their screen so that everyone can see what they're working on. The typist submits the group's work to a Canvas assignment.
      3. Have students work in groups to discuss something they've read. If you have a discussion board assignment that asks students to write discussion questions related to what they're reading, during Zoom reading discussion groups, students can expand on the written discussionverbally sharing their questions and going more into depth on their answers.
5. **Five-Minute Wrap Up:** A few minutes before the end of the class period, reconvene in the main Zoom room to wrap up the lesson and say goodbye for the day.
6. **Follow-Up:** If possible, stay after class so students can continue to ask questions (some are too shy to ask during class), trouble-shoot technical issues, and address issues that are related to specific students (for example, helping someone catch up after missing a lesson).

# After Class

* Have students self-monitor their class participation and complete a weekly "participation log" in which they tell you how well they feel they participated. If students self-report that they feel their participation has been low but that they want to improve, make a point to intentionally draw them into the conversation the next class.

*Based on work by Prairie Brown and Aleya Dhanji*