**Session Date**: <enter date>

**Session Time**: <enter time>

**On-Campus Classroom**: <enter physical classroom location>

[Information on classroom occupancy](https://www.registrar.txstate.edu/faculty-staff/rooms/first-call-contacts.html)

**Link to Zoom meeting room**: <enter link to Zoom meeting room>

**Technical Support**: <enter contact info for tech support for specific classroom>

[Information on classroom technology and support](https://itac.txstate.edu/support/academic-classrooms/webcams)

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| **Instructional Event** | **Delivery Plan** | **Additional Notes** |
| Think of your class session as instructional “chunks,” categorized by the activities happening during the session. | Note all important steps you’ll follow to create a successful, engaging learning experience for your students. | Note any additional notes you feel will be important in successfully delivering this class session.  |
| Pre-Class Preparations | Arrive to the classroom by: Prepare your technology:Camera view: Prepare material:Delegate tasks:Final reminders:  |  |
| Direct Instruction (Lecture) | Camera view:Notes for delivery:  |  |
| Document Sharing | Camera view: Notes for delivery:  |  |
| Class Discussion | Camera view: Notes for delivery:  |  |

**Session Date**: 07/16/2020

**Session Time**: 2:00pm

**On-Campus Classroom**: McCoy 240

[Information on classroom occupancy](https://www.registrar.txstate.edu/faculty-staff/rooms/first-call-contacts.html)

**Link to Zoom meeting room**: https://txstate.zoom.us/j/5122455199

**Technical Support**: 512-245-ITAC

[Information on classroom technology and support](https://itac.txstate.edu/support/academic-classrooms/webcams)

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| **Instructional Event** | **Delivery Plan** | **Additional Notes** |
| Think of your class session as instructional “chunks,” categorized by the activities happening during the session. | Note all important steps you’ll follow to create a successful, engaging learning experience for your students. | Note any additional notes you feel will be important in successfully delivering this class session.  |
| Pre-Class Preparations | Arrive in the classroom by **1:30**Prepare the following technology:* Turn on projector
* Turn on Elmo cam/microphone
* Log into Zoom
* Adjust Zoom camera settings
* Test sound
* Test camera
* Set up Zoom breakout rooms ahead of time

Camera view: **Facing class**Prepare material:* Open PowerPoint
* Open websites I’ll show in class
* Prepare documents I’ll be sharing

Delegate tasks:* Choose student to monitor chat

Reminder: **START RECORDING** | Make sure I’ve communicated with the class about “plan B” communication. |
| Direct Instruction (Lecture) | Reminder: **Did you START THE RECORDING?**Camera angle: **Facing instructor**Reminders: * Deliver slides 1 – 12, then pause for questions.
* Stay within the camera’s view
* Remember to solicit questions from online group.
* Address questions from chat.
 |  |
| Document Sharing | Camera angle: **Facing document**Reminders: * Use Auto Focus button once document is in place.
* Check with in-class and online students to make sure document is showing correctly.
* Remember to solicit questions from online group.
* Check in on questions in chat.
 |  |
| Class Discussion | Camera angle: **Facing class**Reminders: * Repeat comments made in class so online group can hear.
* Try to evenly solicit responses from in class and online groups.
* Check with in-class and online students to make sure document is showing correctly.
* Remember to solicit questions from online group.
* Check in on questions in chat.
 |  |

Session Date:

Session Time:

On-Campus Classroom:

[Information on classroom occupancy](https://www.registrar.txstate.edu/faculty-staff/rooms/first-call-contacts.html)

Zoom Classroom: https://txstate.zoom.us/j/

Technical Assistance:

[Information on classroom technology and support](https://itac.txstate.edu/support/academic-classrooms/webcams)

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| **Instructional Event** | **Delivery Plan** | **Additional Notes** |
| Think of your class session as instructional “chunks,” categorized by the activities happening during the session. | Note all important steps you’ll follow to create a successful, engaging learning experience for your students. | Note any additional notes you feel will be important in successfully delivering this class session.  |
| Pre-Class Preparations | Arrive in the classroom by: Prepare your technology:Camera view: Prepare material:Delegate tasks:Final reminders:  |  |
| Direct Instruction (Lecture) | Camera view:Notes for delivery:  |  |
| Document Sharing | Camera view: Notes for delivery:  |  |
| Class Discussion | Camera view: Notes for delivery:  |  |