**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: |  |