**HYFLEX L­­­­ESSON PLANNING TEMPLATE**

Directions for traditional course delivery fully online or fully face-to-face to HyFlex

* Complete one side of the instrument with the course as it is now
* Complete the other side of the course with equivalent content, activities and assessments as the 1st side completed

Directions for hybrid course delivery to HyFlex

* Complete the appropriate side of the instrument with the course delivery per section as it is now
* Complete the other side of the instrument per sections with equivalent content, activities and assessments as the 1st side completed

**Part A - Lesson Information**

**LESSON INFORMATION**

|  |  |
| --- | --- |
| **Course:** |  |
| **Instructor:** |  |
| **Lesson #/Dates:** | Date (Ex. Jan 10 - Jan 14), Module 1, Lesson 1, Week 1 |
| **Description:** | Introduce the lesson content, what the learners will be doing, why they are doing it, and how they will do it. |
| **Learning Objective(s):** |  |
| **Practice:** | How the learners will reinforce the skills and concepts (quiz, hands-on activity, simulation). |
| **Assessment:** | How the learners will be assessed (paper, quiz, project, presentation). |
| **Chapter:** | Publisher lesson, textbook chapter, article, video, or book, etc. |
| **Technology:** | Requirements (classroom, student, or both, including software applications) |
| **Other:** | Other resources needed to complete or support the lesson. Resources to support learner technology issues and questions.  |

**Part B – Before class pre-work**

**PRE-WORK (BEFORE CLASS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity (ies)** | **Time** | **Activity (ies)** |
|  |  |  |  |

**Parts C & D – Class in-person and Class online**

**IN-PERSON CLASS *EQUIVALENT* ONLINE CLASS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time**  | **Activity (ies)** | **Time** | **Activity (ies)** |
|  |  |  |  |

**Part E – Homework and/or Assessment**

**HOMEWORK AND/OR ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity (ies)** | **Time** | **Activity (ies)** |
|  |  |  |  |

**Part F – Questions**

**QUESTIONS/ISSUES**

|  |  |
| --- | --- |
|  |  |

**MODULE CHECKLIST**

 The course calendar reflects homework, readings, activities, and graded assessment information

 and due dates

 All relevant text boxes have content

 All activities and assessments align with the learning objectives

 Lecture content (readings, video’s, slide decks, etc.) support learning content that will be assessed

 Rubrics align with outcomes and are available for each graded activity

 All relevant text boxes have content

 End-of lesson reflection (survey, exit ticket, muddiest point, journal entry, etc.)

 How to complete activities is included in the instructions (ex. how to submit and assignment, how

 to participate in a discussion)

 Review the lesson with a quality metric instrument for the various delivery modes and ADA-

 compliance