

Allow time for required non-instructional activities.

- Consciously prepare for this time and deduct it from either content delivery time or interaction time.
- Welcome students to each session, share introductions the first session, including the Classroom Technicians
- Close with “see you next time,” etc.
- Prepare a seating chart for each site if you wish.
- Develop a rapport with distance students, not forgetting students at host site.
- Prepare both yourself and the students for technical difficulties should they occur.
- Develop back-up plans.
- Allow break times, especially if the session is more than 90 minutes.