

Planning

- Converting your course for the interactive classroom takes time, plan accordingly.
- Technology changes the classroom environment from traditional to one that is media enhanced.
- As you re-think the delivery of your course, you may want to revise your course goals, objectives and outcomes.
- Personalize the class to develop a rapport with distance students as well as onsite students. It is important to call participants by name. Create index cards for each site with students names on it.
- Begin and end on time. Prioritize topics. Begin each session with a review of the previous session and a short overview for the current session. This will assist students to become more organized and orientated to the session.
- If your class was recorded, try to make the time to watch the tape. It is easy to miss an important point during the session as sessions tend to be focused as well as a period of interaction and concentrated listening.
- Assessment and the evaluative component of your course may also need to be revisited. It will be necessary to have someone in the remote site classroom to proctor quizzes and examinations. The Classroom Technician can assist with this. Make arrangements with the Site Coordinator prior to the assessment date.
- Will the resources be available at the remote site(s) for students to complete major assignments and research papers? This will be an important item to determine beforehand.
- Many distance students still travel to remote site locations; will group projects be manageable?
- Course development at a distance and the integration of technology into the course means that as the instructor you are re-thinking your whole presentation.
- How will you allow learners to reflect on the learning experience(s) he/she is encountering? How will you as the instructor assess student learning?

Always remember, that when using technology to support teaching and learning, instructing at a distance takes time and it is a time commitment for both the faculty and student.