Blending your Course by Module

Planning template

This template is designed to guide you through a process to adapt a portion of your existing course into a blended module.

# Step 1

## Plan a Teaching and Learning Schedule as a Blended Module

1. Plan which teaching and learning activities will take place face-to-face vs. out-of-class (this will be determined, in part, by your resource inventory, your plan for sequencing your teaching and learning activities, your anticipation of which content students would most benefit from having access to out-of-class, and your expectation for where students will need practice and feedback and how you will provide that to them)
2. Clarify completion dates for each activity (this will help you and students keep pace with the class, it is advisable to plan for some flexibility with dates)
3. Identify locations where each resource can be accessed by students (digital resources, assignments, schedules, instructions, etc. should all be available on the course Moodle page to avoid confusing students by using multiple platforms)
4. Identify assessment approaches and feedback plans to monitor student learning (explicit and intentional opportunity for evaluation of student learning is perhaps even more important in a blended modality to ensure you keep your finger on the pulse of the class)
5. Use the Workload Estimator Tool to estimate the amount of time required for completing all academic activity within a week (when academic activity is planned in different modalities, it is easy to overlook or underestimate the workload; keep in mind that the Academic Calendar states 1 credit is equivalent to 45 hours of academic activity over 13 weeks)
6. Complete a table for each week (or you can re-create the table to suit your course context)
7. Create a folder on your Moodle course page to share the schedules with students (as much clarity and explicit guidance as you can provide will help avoid confusion and anxiety for students – and you!)

Complete the following table to create a schedule for each week of your blended module:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit / Module Title:** | | | | | |
| **Learning Outcome(s):** | | | | | |
| **Class Date(s)** | **Face-to-face Activity** | **Out-of-class Activity** | | **Location** | **Completion Date** |
|  |  | Pre-f2f: | |  |  |
| Post-f2f: | |  |  |
|  |  | Pre-f2f: | |  |  |
| Post-f2f: | |
| **Weekly Workload Estimate** |  |  | |  |  |
| **Assessment Plans** | Formative: | | Summative: | | |
| **Feedback Plans** | Face-to-face: | | Out-of-class: | | |

# Template Models

## Blended Model for 3-hour Weekly Schedule

To exemplify how an Instructor can approach planning a blended schedule, the following table was developed as a possible model for a weekly 3-hour course.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s)**  **Week** | **Face-to-face Activity** | **Out-of-class Activity** | **Location** | **Completion Date** |
| Oct. 3 | - Live lecture  - Clicker questions with Think-Pair-Share  Estimate: 2 hours | **Pre-f2f:**  - watch recorded lecture “title”  - read page X – XX “title”  - Post 3 Major Takeaways from lecture & reading  Estimate: 4 – 5 hours | - Moodle  - Course pack  - Moodle | Prior to Oct. 3 |
| **Post-f2f:**  - complete worksheet “title”  Estimate: 1- 2 hours | - Moodle | Due Oct. 9 |
| **Weekly Workload Estimate** | 2 hours | 7 hours |  |  |

## Blended Model for Bi-weekly Schedule

The following table was developed as a possible model for a class that meets twice a week

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s)**  **Week** | **Face-to-face Activity** | **Out-of-class Activity** | **Location** | **Completion Date** |
| Oct. 11 |  | **Pre-f2f:**  **-** read pages X - XX in “title”  - watch video simulation “title”  - watch recorded lecture “title”  Estimate: 3 – 4 hours | - Course pack  - Moodle | Prior to Oct. 13 |
| Oct. 13 | - Live demo with class Q & A  - Group problem-solving activity  Estimate: 1.5 hours | **Post-f2f:**  - Personal Project work as per Assignment schedule  -complete Project Milestone report  Estimate: 3 – 4 hours | Moodle | On-going  Milestone report due Oct. 18 |
| **Weekly Workload Estimate** | 1.5 hours | 8 hours |  |  |