

ANTICIPATE PROBLEMS

Hope for the best, plan for the worst

BE PROACTIVE TO PREVENT COMMON MISTAKES

IF

THEN

**BE
PROACTIVE**

You forget to record part (or all) of a synchronous lecture/meeting

-if it's a small part, **consider re-recording** and posting it
 -if it's significant, consider **recording a condensed version of highlights** with info pertinent to assessments
 -alternatively, you could **provide a written summary** of what was said (i.e., the stuff on the exam)

Make it everyone's responsibility to remember to record! Tell students to interrupt you if you start up without recording – it is easy to forget, especially after breaks and activities!

You forget to post lecture to cuLearn or run into technical problems with recordings

-**extend the deadline for any associated assignment** for cleanest solution – you're probably already stressed enough!
 -**post the lecture ASAP** – usually not a big deal unless time-sensitive assignment pending viewing

Give 48-72 hours minimum to 'respond' to something from a given lecture to avoid tight timelines.
Give yourself more leeway by saying lectures will be posted **within 24 hours** and set the expectation early on (i.e., in course outline & first class).

You are falling behind in the delivery of your content (synchronous)

-**condense or remove** a lecture
 -assign **1-2 self-directed lectures** and have students respond somehow
 -schedule **review sessions** to further discuss condensed/missing content

Schedule 'catch-up' lectures – at least 1, but 2 is better, and think early on about which lectures you could condense or remove if need be.

Students are disgruntled about your synchronous course structure

-**remind them evidence** tells us learning occurs best in an interactive & engaging environment, and while this can be achieved in an asynchronous class, it requires a very different type of design that you did not develop this time around

In your course outline, explain **(1) what synchronous means and (2) why it is necessary for this course.** Ask anyone with concerns to email you ASAP for their options, which may include switching sections, taking it another time, or possible allowance if barriers are minor.