

Course Facilitation Plan

This template is a space for you to prepare to facilitate your upcoming online course.

Course Facilitation Questions	Instructor Notes
Communication and Community Building: <ul style="list-style-type: none">• How would you prefer students contact you?• Will you hold whole-class or individual office hours?• When will you use announcements versus the inbox?• How often will you send announcements? Will you send announcements on specific days?• How will you share your personality and subject matter expertise? Do you plan on using video or audio communication tools?• How will you encourage students to communicate with one another? What strategies can you use to encourage them to collaborate?	
Course Management: <ul style="list-style-type: none">• When will you review content (before the course starts, weekly, etc.)?• How will you provide supplemental content or resources?	

<ul style="list-style-type: none"> • How will you tailor your practices to support individual students' preferences, abilities, and circumstances? • How/how often will you check on student activity in the course? • How will you support students who are falling behind? 	
<p>Grading and Feedback:</p> <ul style="list-style-type: none"> • How often will you participate in discussions? • When will you grade assignments (as they are submitted, once all assignments are submitted, etc.)? • How will you give feedback, and how often? Do you plan on using video or audio feedback? Which, if any, assignments will require detailed feedback? • Will students give and receive any peer feedback? If so, will you share any specific guidance for crafting or submitting feedback? • How will you extend accommodations or offer flexibility for students (i.e., extending due dates, giving time extensions on quizzes)? 	