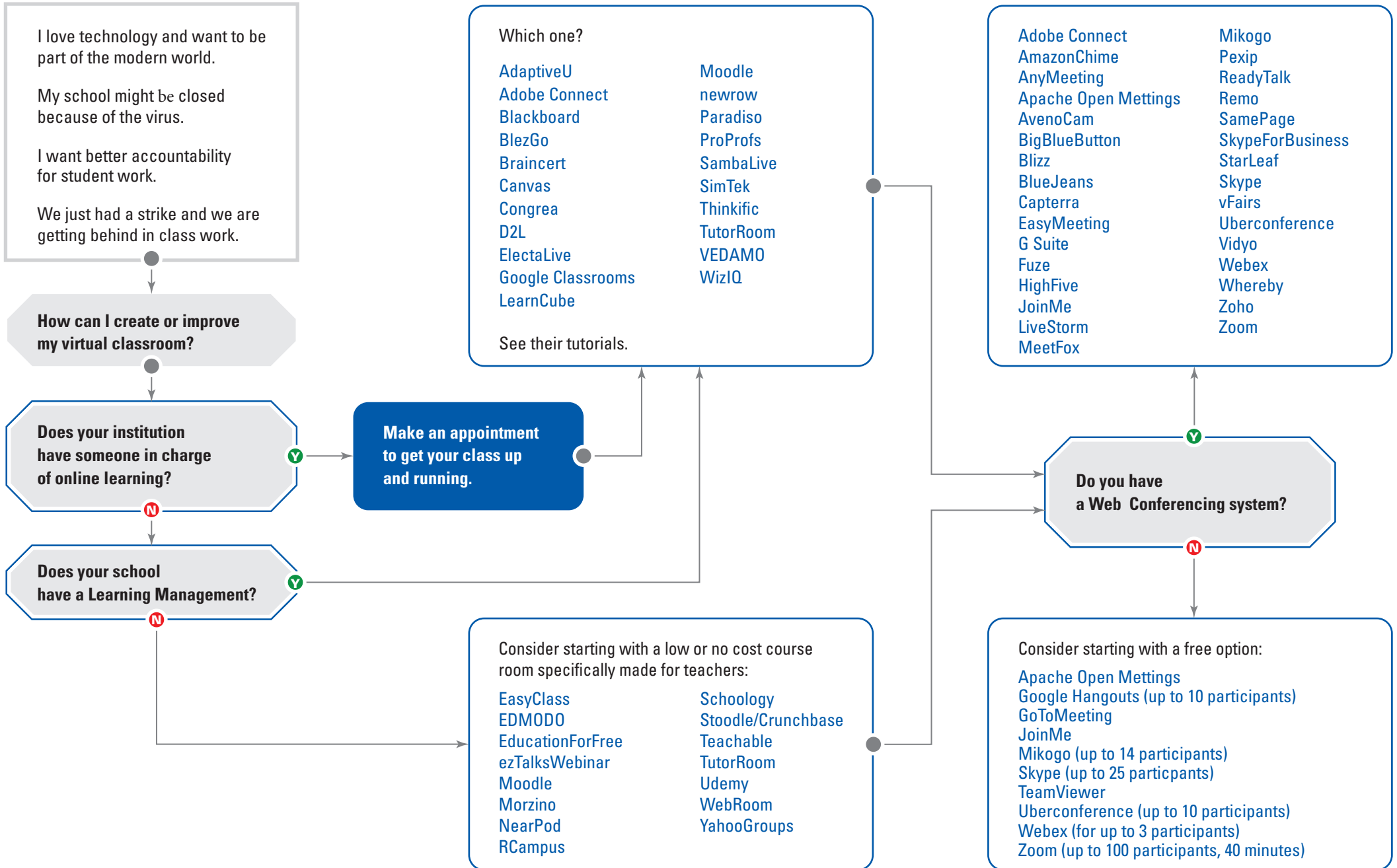
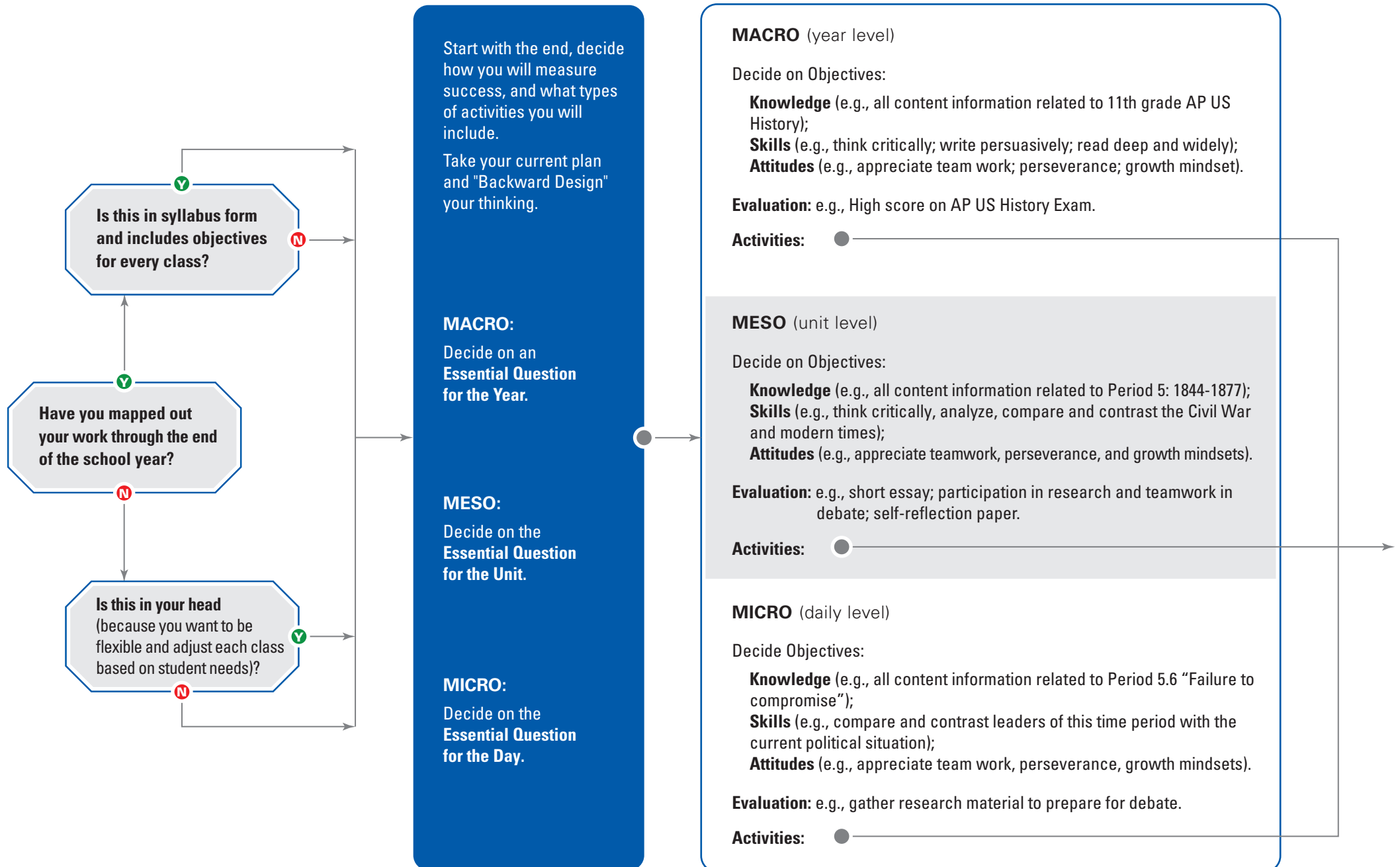


1. PRE-PLANNING



2. BACKWARD DESIGN



3. TOOLS

I know about all the tools available to me, including:

- Online self-graded, low-stake Quizzes;
- Interactive (a)synchronous Discussion Boards;
- Flipping;
- Bundles (mini-libraries) of free and open resources;
- Division of Social and Academic Spaces;
- 3-2-1 Reflections;
- Course Analytics to measure individual and group progress;
- E-portfolios;
- Project assignments;
- Office Hours within course Emails;
- Announcements;
- and Breakout Rooms.

4. PEDAGOGIES

I know about all the methodologies, strategies and pedagogies online, including:

- how to use breakout rooms for small group discussions;
- differentiate homework to attend to individual needs better;
- take advantage of the "disinhibition effect" and anonymity of student interaction to get them to share more;
- use the Goldilocks' Effect and devise algorithms for teaching so the material is "just right" for the learner;
- manage online course rooms for maximum participation;
- take advantage of social contagion;
- communicate personally so each student feels a relationship to the teacher and the community and to create a strong learning community;
- leverage online presence;
- leverage online touch;
- manage time using flipped classrooms;
- personalize feedback;
- use digital apps to save time on "simple" tasks (e.g., grammar checks) to leave more time for "human" tasks like motivation, encouragement and one-to-one feedback.

5. INSTRUCTIONAL DESIGN

Do you enter every single class extremely prepared with a clear idea of what you hope to achieve?

Review tools.

Review pedagogy and didactical tools, including activities, strategies and methodologies.

Review Pedagogies.

I consider myself a **Beginner**, I want to start from scratch.

Choose 1-2 Tools and 1-2 Pedagogies.

I consider myself an **Intermediate**, show me some new tools.

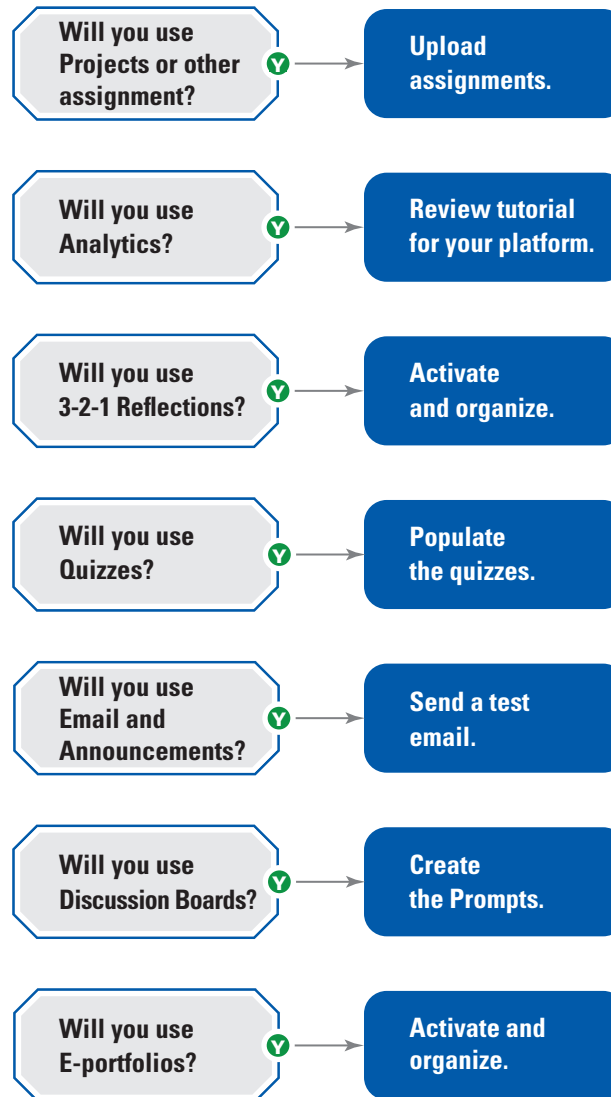
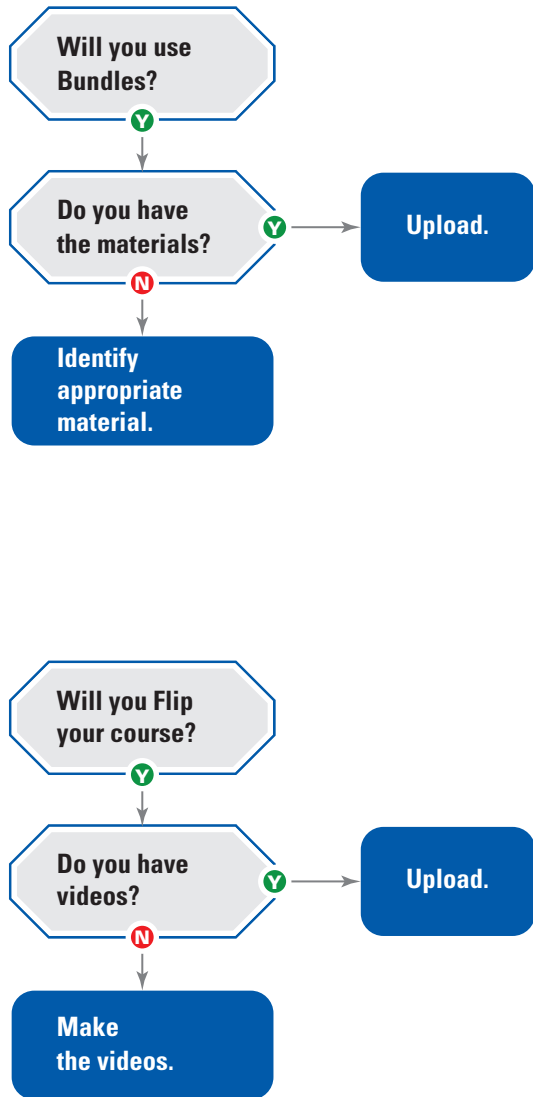
Choose 3-4 Tools and 3-4 Pedagogies.

I consider myself **Advanced**, I want to know more the best instructional design possible.

Choose 5-9 Tools and 5-11+ Pedagogies.

DONE

6. TEMPLATE FOR CLASS



7. OPEN CLASS

8. EVALUATE

