## *This is a sample task list for FLO-Synchronous*

## **Facilitator Task List and Additional Resources**

**Before the course**

|  |  |  |
| --- | --- | --- |
| **Task** | **Who** | **Status** |
| Set up the two Collaborate rooms (or platform of choice) |  |   |
| Update the Course Schedule  |  |   |
| Create a Booking Calendar (wiki or Google Doc). Sample in course Facilitator Resources folder  |  |   |
| Schedule the three synchronous online sessions into your calendar and make sure this information is sent out to registering participants  |  |  |
| Update the slide deck for the first synchronous session. Draft in Facilitator Resources folder. |  |  |
| Update the slide deck for the second synchronous session |  |  |
| Create a very short (2-3 questions max) evaluation survey in Google Forms or otherwise to send to participants after first synchro session (modelling Week 3 content)**.** Sample in Facilitator Resources folder. |  |   |
| Set up the FlipGrid (or similar tool) and put a video/text or text prompt in there for participants to respond to.  |  |   |
| Create own responses to FlipGrid before the course opens |  |  |
| Open the course on Friday afternoon before Week 1; hide Weeks 2 and 3 (if desired) until the course opens on Monday. |  |  |
| Decide on “tech times” sessions and put into course schedule |  |  |
| Start booking time in personal calendars to be able to attend sessions in late Week 2/early Week 3 for practicing facilitators - try to attend as many as possible |  |  |

**Week 1:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Who** | **Status** |
| Unhide Weeks 2 and 3 (if relevant) |   |   |
| Write a welcome post in the Open Forum to launch the class early on Monday* Alert to the first synchro session hosted by course facilitators
* Alert to the fact that they should choose which track they are on in the course (reviewing participant or practicing facilitator) by the end of the week or earlier
* Include the link to the Doodle poll about "tech times" this week
 |   |   |
| Video respond to participants' FlipGrid videos |   |  |
| Tuesday Open Forum post to remind about synchro session and tell them how to get into it, which browser to use |   |   |
| Host the first synchronous online session on Tuesday  |  |   |
| Wednesday Open Forum post to:* Send out recording link and slide deck from first synchronous session (give participants a list of key highlights from session and where they happened timewise in the recording if possible.)
* Send out the very short Google Forms survey about first synchronous session to participants
* remind people to declare which track they are on by end of week
* Highlight informal "tech time" in Week 1 to help people play around in Blackboard Collaborate
 |   |   |
| Remember to keep looking at FlipGrid introductions; make sure that a facilitator replies to everyone to welcome them |   |   |
| Facilitate the discussion in the Week 1 Discussion Forum  |   |   |
| Be in touch with participants who aren't participating or visiting the course to see if they can engage or wish to take the course another time; "counsel out" if needed |   |   |
| End post on Saturday or Sunday in Open (could combine with opening post for Week 2 if desired, if posted on Sunday): alert to results of Week 1 poll, talk about Booking Calendar, remind about Week 2 synchro session, etc.) |   |  |

**Week 2:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Who** | **Status** |
| Start post on Monday in Open Forum (or leave this if you did one on Sunday and can combine end of Week 1/start of Week 2 in that post)* Remind about synchronous session
* Thank them for giving feedback on last week’s session
 |   |  |
| Host a synchronous online session on one of the days of this week (Mon or Tues); include a guest to either interview or guest host if possible* Use Liberating Structure (or something else) to demonstrate synchronous process facilitation - end with User Experience Fishbowl so this IS the evaluation portion of this session (again, modelling here)
* Consider opening up the practice session for this (if you have one) to the participants of the course to watch - put in booking calendar
 |   |  |
| Remind practicing facilitators of the steps outlined for their facilitation, including using the Facilitation Session Guide or another evaluation and posting the 3-2-1 structure for feedback. |  |  |
| Mid-Week post* Remind about watching Booking Calendar and putting the times in their schedules
* Synchro Samples activity posts should go in by Wednesday
* Include any follow up from synchronous session, including posting recording and lesson plan and slide deck from session
* Talk about the answers to this week's poll
* Mention the self-assessment rubric as a reminder to people to check their participation
 |   |  |
| Facilitate the discussion in the Week 2 Discussion Forum  |   |  |
| Make any updates needed to the course evaluation form and make visible |   |  |
| End post on Saturday or Sunday in Open Forum |   |  |

**Week 3:**

|  |  |  |
| --- | --- | --- |
| **Task** | **Who** | **Status** |
| Start post on Monday in Open Forum* Remind about last synchro session this week; ask if anyone would be interested in co-facilitating the session and open plan with any participants who are interested on a Google doc
* Highlight any PF facilitation sessions coming up
* Post any extra Sample Synchros if you feel the group would be interested in seeing more (e.g. CIDER sessions listed in the link below)
 |  |  |
| Attend as many synchronous online facilitations as schedule allows |   |  |
| Facilitate the discussion in the Week 3 Discussion Forum  |   |  |
| Mid-week post to:* remind people to complete the self-assessment rubric and submit to one of the facilitators by Sunday
* ask to fill out course feedback form
* remind about attending any final PF sessions
* give the results of this week's poll
* note any discussion happening in the forum
 |  |  |
| Host a synchronous online session to wrap up the course, likely on Friday |  |  |
| End post on Friday or Saturday in Open ForumInclude recording link from the last synchronous online session |  |  |
| Ask for participants to complete course evaluation |  |  |

#### **Additional Resources**

**Recorded sessions examples** (for bringing out later in the course to review if we don't have enough actual practicing facilitators)

* <https://www.insynctraining.com/complimentary-programs/> - There are complimentary webinars that these folks from InSync training
* <https://landing.athabascau.ca/groups/profile/289790/canadian-initiative-for-distance-education-research-cider/tab/359765/sessions> - CIDER U of Athabasca session recordings
* <https://etug.ca/tag/t-e-l-l/> - ETUG T.e.l.l. sessions
* <http://www.ascd.org/professional-development/webinars/ascd-webinar-archive.aspx> - ASCD Webinar Archive
* <https://edtech.bccampus.ca/edtech-projects/edtech-demo/> - Clint Lalonde ed tech demos
* **Additional reference resources**
* <https://library.educause.edu/~/media/files/library/2013/3/eli7094-pdf.pdf> - 7 Things You Should Know About Video Communication from Educause

**Funny/conversational item**

* The BBC reporter whose kids interrupted him during a live interview from his office: <https://www.youtube.com/watch?v=Mh4f9AYRCZY>
* The family speaks out about what happened: <http://www.wsj.com/video/the-family-behind-viral-bbc-video-speaks-out/D6046F80-52A8-480F-8CF3-2C9AB00ACF44.html>
* A comedy sketch parody about what a woman would have done: <http://people.com/human-interest/working-woman-would-handle-kids-crashing-live-bbc-interview/>