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| --- | --- | --- | --- | --- |
| **Time** | **Dur** | **Facilitator Activities** | **Who** | **Notes** |
| -15 |  | Day Before: send out advanced organizer for group check in exerciseLoad slidesAsk someone by name to advance the slide. | B | Welcome slide |
| 12:00 | 3 min | **Welcome**Turn on recording / facilitators have video on.Welcome everyone and quickly go over agenda.Ask someone else by name to advance the slide. | B | Agenda slide |
| 12:03 | 8 min | **Quick group check in**Ask if one participant could tell the rest of the group how to share an applicationAllow time for people to share their web browser one at a time.Time 30 seconds / share After complete ask someone else by name to advance the slide. | R | Check in slide  |
| 12:11 | 5 min | **Looking back looking forward activity**Explain the exercise – with the whiteboard pencil circle the topics / concepts that you thought were most worthwhile and put an x on the ones that you could have used more of or want to keep learning about. Mention reflection as an important activity in teaching online. | B | Mindmap dotmocracy slide  |
| 12:16 | 10 min | **Our Course Experiences**Describe: using the whiteboard text tool use one or two words – or a short phrase – describing your course experiencePoints:* Encourage people to be creative by trying different colors
* Mention that this is also a reflection activity.
 | R | Course Experience Slide |
| 12:26 | 10 min | **Open Mic**Describe: large group discussion on how the course went. One of two feedback opportunities (mention the moodle feedback tool). Mention the importance of both feedback and reflection. | BR | Open Mic Slide |
| 12:36 | 5 min | **Hooray**Congratulate participants about a job well done.Remind them about self-assessment rubric and week 3 forum activities. Ross | BR | Step 2 slide |
| 12:41 | 3 min | Close the session. Note that we will send out slide deck and lesson plan in the Open Forum along with a link to the recording, later tonight.Thank participants for coming. End session. Stop recording. | BR | Session close slide |

### **FLO Synchronous – Nov 10, 2017**

**Lesson Plan for Week 3 Synchro Session (Fri of Week 3)**