

## A Sample Roadmap for a Large-Class Interactive Lecture

Suggested Time	Suggested Tasks	Notes
5 -10 mins before the start	<ul style="list-style-type: none"> <li>• Start the session and test your device.</li> <li>• Upload your materials.</li> <li>• Check that any planned polls are already set up.</li> <li>• Set up new forum (see post-lecture below).</li> <li>• Switch your camera on and welcome any early students. Unmute their microphones and make small talk.</li> </ul>	<p>It's important to be online before the start time to test the technology and prepare your materials (e.g. test audio/video/environment, upload slides, prepare a poll). It is an excellent time to strike up an informal chat with students who join early. Use first names to help establish a connection. Students will appreciate being noticed.</p>
First 5 mins	<ul style="list-style-type: none"> <li>• Start the session. Keep your webcam on.</li> <li>• Don't wait for latecomers. Be respectful to those who join on time.</li> <li>• Ask participants to type 'yes' in the chat panel to confirm they can hear you.</li> <li>• Welcome everyone and exchange greetings, as you would in a F2F class.</li> <li>• Inform students that the session will be recorded. Start the recording.</li> </ul>	<p>Show students you care by thanking them for joining you.</p> <p>Next, verbally notify students that the session will be recorded.</p> <p>Explain the reasons for recording the session, i.e. to provide a recording for later use for those absent or for review.</p> <p>Ensure that students are familiar with the use of their audio, video, and chat options.</p>
5-10 mins	<ul style="list-style-type: none"> <li>• Show class agenda with scheduled breaks.</li> <li>• Explain the topic of the session and learning objectives.</li> <li>• Introduce the topic with a relevant humorous story or a video/image/meme.</li> </ul>	<p>To raise students' awareness of participation expectations.</p> <p>Plan health breaks at regular intervals so that students can anticipate the breaks. Knowing the schedule enables them to stay more attentive and present in the session and shows respect.</p> <p>Keep your camera on at this stage to retain student attention and establish relevance.</p>
10-20 mins	<ul style="list-style-type: none"> <li>• Do a prior-knowledge assessment, e.g. run a poll (ideally set up prior to class), ask open-ended questions and have students respond via chat,</li> </ul>	<p>A prior-knowledge assessment helps sustain engagement.</p>

	or raise a hand to speak (remind them to unmute their microphone).	
20-30 mins	<ul style="list-style-type: none"> <li>Switch off your camera and refer to your slides for no longer than 10 mins.</li> </ul>	Switch off your camera removes a visual distraction. You are present with voice, while the students' focus is on the presentation.
30-40 mins	<ul style="list-style-type: none"> <li>Switch on your camera.</li> <li>Pause your slides and deliver an interactive activity to check students' understanding.</li> </ul>	Returning to camera mode visually reconnects you with your students.
40-45 mins	<ul style="list-style-type: none"> <li>Health break</li> </ul>	
45-60 mins	<ul style="list-style-type: none"> <li>Presentation</li> <li>Camera off</li> </ul>	
60-70 mins	<ul style="list-style-type: none"> <li>Interactive activity</li> <li>Camera on</li> </ul>	
70-85 mins	<ul style="list-style-type: none"> <li>Presentation</li> <li>Interactive activity/post-assessment</li> <li>Camera off or on</li> </ul>	<p>The aim of the last part of the presentation is to bring the topic to a conclusion.</p> <p>Follow this with another interactive session, as a post-assessment to verify what students have learned.</p> <p>Ask students if they have any questions, and for input on anything they want to learn more about.</p>
85-90 mins	<ul style="list-style-type: none"> <li>Camera on</li> <li>Summarize and wrap up</li> <li>Let students know of a follow-up discussion thread on the discussion forum.</li> <li>Stop recording.</li> </ul>	Recap main points and end the session on a high note so that students look forward to joining the next one.
Follow-up on the discussion forum in the LMS.	<ul style="list-style-type: none"> <li>Start a new forum for each live lecture, to maintain clean organization of the discussion forum and help students find relevant discussions.</li> </ul>	<p>The conversation that started during the live lecture doesn't have to end there.</p> <p>Continue it on the discussion forum. This will engage learners who did not attend and clarify any outstanding questions from the live lecture.</p>

	<ul style="list-style-type: none"><li>• Examples of prompts for the follow-up discussion may include:<ul style="list-style-type: none"><li>- 1-minute paper reflections (e.g. What did you learn today?)</li><li>- share any outstanding questions</li></ul></li></ul>	End the class with a provocative question and invite students to join an asynchronous discussion on the discussion forum.
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