

Classroom Facilitators – If you’re having to transition an in-person course to a virtual one, choose the scenario column that best fits your situation

I don't need to track the time my students or learners are in class – but I do need to gather and grade their work products	I still need to facilitate classes – even take attendance – and I need to gather and grade work products
<ul style="list-style-type: none"> Revisit / list the indicators you already have in place that correlate to learning. What was due? (Papers, work samples, quizzes, group presentations, etc.) 	<ol style="list-style-type: none"> Retrieve your syllabus and get out a fresh calendar. Determine if your Z times per week class is going to stay Z times per week or if it'll meet virtually at another rate per week with other days set for additional items due. Label facilitated classes one way and work product-only due dates another.
<ul style="list-style-type: none"> Map the due dates for each item out on a fresh calendar of the weeks left in the “year.” Work back from each due date and add or create preliminary work products that will be due. These could include reading, reading surveys, drafts, pre-quizzes, notes from reading, group presentations edited in online sharing software, how-to guides, e-courses, videos, etc. Then, work forward and add the dates you will return items or notes or grades to students by. See if you have any “blank” spaces in your calendar. 	<ol style="list-style-type: none"> Determine the vendor / service you will use to facilitate group-attended class. Will it be via phone, such as through a free conference call service, or via video chat room? Does your campus / organization have a pre-approved vendor? Answer if your learners have access to the service to ensure no reasonable reason to miss class. Ensure accessibility. Answer if your learners need to create new accounts.
<ul style="list-style-type: none"> For each item, determine how people will hand in their work. Will they use a service like Prezi or Office Online? Will they have to create podcasts and post them online? Will they email you attachments? Text you photographs? Submit via a pre-approved learning or classroom management system? Use a form you create online? Use a geo-pinning website? Add the required method to each calendar item. Ensure accessibility. Add if your learners may need to create new accounts. Add where work is virtual group v. virtual individual. Create set learning groups for group work. 	<ol style="list-style-type: none"> Revisit / list the indicators you already had in your syllabus and lesson plans that would correlate to learning. What was due? What was going to be done together? Map these papers, work samples, quizzes, group presentations, etc. out on the calendar. Work back from each due date and add new preliminary work products for all dates that would've had class times previously. These could include reading, reading surveys, drafts, pre-quizzes, notes from reading, group presentations edited in online sharing software, how-to guides, e-courses, or videos. Then, work forward and add the dates you will return items to students by. Create set learning groups for group work.
<ul style="list-style-type: none"> Type up your new syllabus, including an explanatory paragraph about the official transition to virtual work, the calendar of items due, learning groups, and how to submit questions for support / your response time. In your personal / work datebook / calendar, add a class-assignment-email-reminder time for each week, so you remember to do your diligence in classroom greetings, celebrations, article suggestions, grading, and reminders. 	<ol style="list-style-type: none"> Determine how people will hand in any work. Will they use a service like Prezi or Office Online? Will they have to create podcasts and post them online? Will they email you attachments? Text you photographs? Submit via a pre-approved learning or classroom management system? Use a form you create online? Add the required method to each calendar item. Answer if your learners need to create new accounts. Ensure accessibility.
<p><i>Todd Wellman, a 2019 Lambda Literary Fellow, received his MA in writing from UW-Milwaukee and served as fiction editor for cream city review. His writing has appeared in Emerge Anthology, The James Franco Review, Lunch Ticket, Indie Next Lists, The Missouri Review blog, and more. By day, Todd supports a Milwaukee-area nonprofit leadership program and implores people to shop at independent bookstores. https://toddw.wordpress.com & Twitter: @toddwe // March 2020 // Share for free with credit given.</i></p>	<ol style="list-style-type: none"> Type up your new syllabus, including an explanatory paragraph about the official transition to virtual work, the calendar of items due, learning groups, and how to submit questions for support / your response time. Ensure a clear attendance policy. In your personal / work datebook / calendar, add a class-assignment-email-reminder time for each week, so you remember to do your diligence in classroom greetings, celebrations, article suggestions, and reminders.