

# **Lesson Plan Matrix for Videoconferencing**

## **Learner Outcomes**

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What do you expect your learners to accomplish?

## **Methods and Activities**

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How will you convey the topic (lecture, discussion, hands-on activity)?

## **Materials**

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What audio/visual aids, handouts, etc. will you use to support your instruction?

## **Time flow**

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About how much time will it take?

## **Equipment Cues**

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Do you need to show an instructional "slate" with the document camera or play an audio clip?

## **Notes**

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Do you need to prepare a visual or get handouts to remote learners?

## **Checklist**

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- How much total time is spent in lecture? (Keep it less than 50% -- 30% is better.)
- How much time is spent lecturing at any given time? (Keep it less than 20 minutes.)
- Are breaks included?
- Can a remote facilitator or guest lecturer facilitate some of the lesson?
- Is rapport established with remote learners?
- Do learners know what to expect?
- Can any of the lesson be done prior to the video connection (via print, e-mail, World Wide Web, or with the remote facilitator)?
- What support is needed to make the lesson a success?
- Is evaluation time included?