

## Toolkit: Plan your Sync course

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A Sync course, similar to an Online course, requires deliberate course design. Not only will you need to decide which components will be delivered in Canvas and which will be taking place in real-time, but you'll also need to prepare course materials and organize them in a way that makes it clear to students what is happening, when it's happening, and where it's happening.

### Build flexibility into your plan

In the article and video below, ASU faculty discuss one of the biggest benefits of blending synchronous and asynchronous modalities: flexibility for you and our students.

- Read: [ASU lecturer emphasizes flexibility for teaching remotely](#)
- Watch: [Tips for transitioning to online/ remote/ Sync teaching](#)

### Begin with the end in mind

Backward design is a method of creating a course by developing the goals first.

- What should the learner be able to do by the end of the lesson?
- How will the learner demonstrate they can do it?
- What readings, videos, and other materials will teach them how to do it?

### Steps for implementing Backward design

- Create measurable learning objectives (LOs).
- Write assessments that will allow students to prove they have met these LOs
- Plan learning activities that prepare them for assessments.
- Curate learning materials (readings, video, lectures) that teach students what they need to know in order to meet the learning objectives.

### Learning Objectives

Learning objectives help answer the question, "what do I want students to be able to do upon completion of this lesson?" If the course you're updating for the Sync environment already has learning objectives, consider revisiting them to make sure they are still measurable and relevant in any learning environment.

- TeachOnline video - [Brief overview of learning objectives](#)
- TeachOnline video - [Aligning Assessments with Learning Objectives](#)
- [Objective Builder Tool](#)

## Outline a plan

### Course Plan

- Everyone does this a bit differently; what's important is that your plan includes the following components for each module:
  - Module Topic
  - Learning Outcomes ("At the end of this module, students will be able to...")
  - Learning Materials (readings, video lectures, etc)
  - Activities (active learning activities such as synchronous and asynchronous discussions, etc)
  - Assessments (assignments, quizzes, exams, etc)
- Sync Course Planning Worksheet - Session A/B (7 weeks)
  - [Microsoft Word](#)
  - [Google Doc](#)
- Sync Course Planning Worksheet - Session C (14 weeks)
  - [Microsoft Word](#)
  - [Google Doc](#)

### Schedule

- It also helps to share with students your expectations of what needs to be done before the synchronous meeting, during, and afterward. This way you can provide guidance for completion dates and share an agenda for the Sync meeting.
- ASU Sync Schedule Planning
  - [Microsoft Word](#)
  - [Google Doc](#)

### Scripting Example:

*Example Script: "This semester, we will be scheduled by groups. If you prefer to come to campus, you have been assigned either Group A or Group B. If you prefer not to come to campus, you are Group C."*

*Day 1 - Group A is in-person, Group B is online, Group C is always online*

*Day 2 - Group B is in-person, Group A is online, Group C is always online*

*Day 3 - Everyone is online"*

As you think about your schedule, remember that it is highly probable that you will be attending to students in multiple locations. Depending on the size of your class and your room, you might have a group in the room and a group online alternating who is in-person and who is online.

## Quality Standards

ASU looks to an organization named Quality Matters as the authority on course quality standards, and we have adapted their rubric to help our instructors meet essential quality standards in Canvas courses.

### Rubric Standards

- Course Overview and Introduction
- Learning Objectives (Competencies)
- Assessment and Measurement
- Instructional Materials
- Learning Activities and Learner Interaction
- Course Technology
- Learner Support
- Accessibility and Usability

### Apply the QM standards to your course

- ASU Canvas course templates have QM Standards built in, and include placeholders for other essential standards, such as learning objectives, learning materials, and assessments - it's up to you to fill in the blanks with high-quality instructional content.
  - Use the [QM Lite Self-Review Worksheet](#) as a guide to create high-quality instructional content that promotes a successful teaching and learning experience in which students are able to find what they need when they need it and learn what you're trying to teach them.
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