

Converting a Face-to-Face Course to a Blended Course

- Keep synchronous sessions to 45-60 minutes.
- Analyze audience to address needs missed in face to face course.
- Tailor and repurpose current course materials for online sessions.
 - Rework course content: avoid shovelware.
 - Chunk content.
 - Modify face-to-face content.
 - Ensure online and face-to-face content flow.
 - Create handouts for online sessions.
- Create an orientation to train everyone on technology: software and hardware.
- Create a syllabus listing dates and times for both online and face-to-face sessions.
- Limit online class size.
- Pair students for support.
- Create a train the trainer session.
 - Review web conferencing software.
 - Review tips for online training.
 - Stress community.
 - Discuss course procedures.