

Active Learning Session Prep Worksheet

1. **Choose a Topic:** Think about a course you are currently teaching. What's a topic that your students find challenging to understand in your course?

2. **Define a class period goal:** Is there a specific class period or lecture that students struggle with this topic? What concept is it that you are specifically trying to get students to learn?

3. **Pick a level:** Of the three groups of objectives presented (Remembering/Understanding, Applying/Analyzing, Evaluating/Synthesizing), where does your goal best fit?

4. **Pick an activity:** Of the activities presented in the workshop or in the workbook, choose one from your specific Bloom's level that best meets your class period goal.

5. **Make a plan:** Given the activity you selected, how much preparation is required? What tasks will you need to accomplish before class? Note that some activities require little to no preparation.

6. **Assessment:**
 - a. Does this activity need to be graded? Consider what you are hoping to accomplish by grading:
 - i. Encourage participation/attendance
 - ii. Measure student understanding
 - iii. Help student self-assess progress or understanding
 - iv. None of the above, this doesn't need to be graded!
 - v. Other:

 - b. If so, what are your criteria? Will you be grading on participation, content, etc? Consider creating a rubric.

- c. Will the grades be individual or group-based? Who will be doing the grading, you or the students?

7. **Develop a strategy for group work:** If your activity consists of group work, consider the following questions:

- a. How will you divide up the class into groups?
 - i. Self-selected groups
 - ii. Mixed ability groups
 - iii. Ability-level groups
 - iv. Random groups
 - v. Other:

- b. How many groups will you need? _____

- c. How many students per group? _____

8. **Plan your time:** How long will you plan for the activity to take? For multi-step activities, note the time allotted for each step of the activity. Without having a plan for timing, the activity could easily take double or triple the time you initially planned.

9. **Finalize your delivery:**

- a. How are you communicating instructions for the activity to students? Via paper handout or PowerPoint slide?

- b. When will you be giving the materials that you prepared? How will you deliver them? Paper handouts or via the Learning Management System?

- c. What technology will you need? Will students need to bring laptops? Projector? Microphones? Whiteboards?

10. **Conclude the activity:** How will you wrap-up the activity?

- a. Will students submit an assignment (e.g., a reflection) related to the activity?
- b. Will they submit that assignment as a group, as a class, or individually?
- c. Will these occur during class or after?