I. AcceleratED Courses – As part of the course design, faculty are required to conduct a weekly synchronous learning session or live chat to cover weekly course objectives and discuss upcoming assignments. The goal of these sessions is to increase student engagement with faculty, build a learning community with their classmates across the system, and improve their understanding of the course material and assignments within the course through an interactive learning session.

a. All live classroom sessions will utilize Adobe Connect Meetings as the synchronous meeting tool.
b. Live classroom sessions are recorded and the recording links are provided within course in the Live Classroom Module.
c. Week One Live classroom session is scheduled within the course Calendar prior to start. All remaining live classroom sessions will be scheduled based on student and faculty choice and added to the calendar by the end of week one.
d. In addition to the live classroom sessions, faculty schedule a weekly office hour to respond to student questions, provide assistance with assignments, or address other student concerns.

II. Lecture Preparation -- Faculty demonstrates knowledge of subject matter and course content to provide a learning experience for students through use of the materials in the course and additional activities and resources in preparation for weekly live classroom delivery.

AcceleratED Faculty Live Classroom Expectations and Checklist

Pre-term set-up
1. The first Live Classroom session will be scheduled within the class calendar prior to the start of the session and the session should take place no sooner than Tuesday of the first week and no later than Sunday. All remaining sessions will be determined by faculty and students convenient to the majority of the class and added to the calendar by the end of week one.
   a. Faculty are to put a poll into their course giving students 3 to 4 different days/times to choose from to hold the remaining five Live Classroom sessions. The day and time that receives the most requests will be the time selected for remaining sessions. The results should be tallied by Saturday of week one.

Throughout the session:
1. Faculty should send students a reminder via course mail; course wall and /or announcement block to attend the live classroom session each week.
2. Faculty must have an agenda prepared prior to each live classroom session. The agenda should include but not limited to:
   a. Time to discuss weekly topics in a professional manner bringing in real world examples.
   b. Visuals prepared ahead of time, aiming for a variety of color and visual images (Ex: PowerPoint presentation)
c. A set of questions prepared for students reflecting back on the prior week(s) for live discussion during the session.
d. A set of questions prepared for students on concepts of upcoming week for interaction during the session.

3. Faculty must be prepared each week to **START** the classroom session on time and **ARCHIVE** each session.

4. Faculty must build interaction into the classroom session.

**Examples:**

a. Polls / Questions for interactive activity
   i. Incorporate at least one poll / question(s) set up within the Adobe Connect room or make use of the chat box or student voice.

b. Include a video element or interactive web tutorial in the presentation.
   i. Varying the learning activities will continue to engage students in the course. This is the perfect opportunity to share current event articles. Give students an opportunity to search for a reference article to use in a paper during the session. Make this a ‘workshop’. Accomplish something by the end of the session.

5. Faculty must use a webcam and / or add their picture to the slide deck being used. Being able to establish a visual connection builds the student/faculty relationship.

6. All live classroom sessions must last at least 45 minutes with time for questions and answers.

7. Faculty must add the archive as a URL in the course under the Live Classroom Module within 24 hours after the session has ended along with an explanation discussing how students will receive their points for viewing the archive. (A submission by students should occur to validate archive views. Examples: password, answer to the poll / question(s) that were discussed in the live classroom lecture, or summary of lecture). Presently, there are three choices faculty may use to track students watching the archives.

   1. **Put a poll** in your Live Classroom Module for students that have watched the archives to complete.
   2. **Have your students** send you a message through the course mail responding to a question that was discussed in the Live Session. Faculty need to track each message when grading.
   3. **Track students** who view the archives in the Reports/logs area of the course. Faculty must have the archives linked in the Live Lecture Module in order to do this.
      a. Go to Reports (on the Navigation side)
      b. Logs
      c. Filter to the archive you need and make sure to filter ALL Days

Students should have until midnight CST on Sunday of the current week to confirm to the instructor that they have viewed the live classroom archive or attended the live classroom, if needed.

**Revised February 2015**