

Appendix 1: Zoom Tutorial Lesson Plan Template

*Acknowledge that camera and microphone are their choice.

- **Attendance: Ask question. Post your response to the chat. (2 mins.)**
 - Type a fun question, not directly related to course material, into the chat. Follow it with your answer. (Feel free to comment as students post.)
 - Examples:
 - (1) If you could be any non-human animal, what would it be?
 - (2) What's your favorite genre of literature, film, television, or music?
- **Discussion: Poll students on a topic related to class. Everyone who posted these two/three answers, raise your hand. Those who want to share, keep your hands raised; everyone else, lower them. Repeat with remaining answers. (5-10 mins.)**
 - Sample Poll 1 (Composition): How do you feel about writing for school? Answers: Confident, Okay, Nervous, Worried, Scared.
 - Sample Poll 2 (Literature): How often do you read for pleasure? Answers: Daily, Weekly, Monthly, Ever so often, Never.
- **Reacting: Share screen so students can see PowerPoint/slides. Have students identify reactions. Have students use "Yes"/"No" and "Slower"/"Faster" for the first four slides. Then, let them use any reaction and discuss why. (5-10 mins.)**
 - Create PowerPoint of approximately nine slides with images only (can be course-related or not)
 - Examples: food and beverages for composition; genre-focused book covers for literature.
 - Sample Prompts and Questions:
 - Indicate "Yes" or "No" for the next slide.
 - Indicate "Slower" or "Faster" for the next slide.
 - Remember, there's no wrong answer!
 - Why X emoji?
 - Why slower?
 - Lots of thumbs up! Why does everyone like X?
- **Working Together: Post group assignment to the main chat. Explain how you'll be using breakout rooms. Divide everyone randomly into breakout rooms. Jump into each room, ask who will be the spokesperson, and post instructions to breakout room chat. Give them 5 mins. after you leave the last breakout room. Broadcast a 2-minute warning before closing the rooms. (10 mins.)**
 - Sample Prompt 1 (Composition): What's one question you and your group members still have about the class after reading the syllabus? Choose one spokesperson to share. *Goal = review syllabus, teach students to use syllabus, answer questions.*
 - Sample Prompt 2 (Literature): What are two important things to consider when choosing a novel to propose that we read? Choose one spokesperson to share. *Goal = think about implications of choosing a novel, think about types of novels, construct class priorities.*
- **Reporting Out: Screenshare syllabus or whiteboard. Help students identify annotation tools (give them a minute to play with them). Ask all spokespersons to**

Lesson plan adapted from "Appendix 1: Zoom Tutorial Lesson Plan Template" by Kimberly Cox published in *Nineteenth-Century Gender Studies*, vol. 17, no. 1, 2021.

raise hands. Have each report in turn and have other students identify information using annotation tools or write notes on the whiteboard. (10 mins.)

- Sample Screen Share 1 (Composition): Syllabus.
- Sample Screen Share 2 (Literature): Whiteboard.
- **Personal Thoughts: Direct students to the drop-down menu in chat, and have them choose your name. Post question to the chat. Explain that they may not always have access to personal chat; explain how you'll use personal chat as students respond. (2 mins.)**
 - Example: Did you find this Zoom tutorial useful and do you have any remaining questions about Zoom, for me, or about the class?
- **End class. (I offered to stick around in case anyone had questions for me.)**