

# HyFlex Lesson Planning Checklist

	Lesson information overview considers factors for all three participation modes.
	Consideration of skills required by both the instructor and the students to access all three modes is indicated.
	Lesson plan includes pre-class instructions to students regarding the testing of equipment or applications and written directions of class activities to minimize confusion.
	Learning objectives are specific, measurable, and applicable to all three delivery modes.
	Lesson plan notes any variation in how the objectives will be met based on delivery mode.
	Activities are similar across all three modes, if not the same. This includes the workload hours attributed to the selected activities.
	Access to all activities and materials is available to all students in the class regardless of participation mode.
	Resources are available to all three delivery modes regardless of the percentage of students selecting that participation mode for this lesson.
	The number of resources available for any delivery mode is taken into account when planning activities. This includes planning how to share resources should students outnumber the resources in any participation modes.
	Assessment strategies are consistent across all three modes. This also includes any pre-assessments. Any variation in the assessment strategies is noted on the lesson plan and scrutinized to ensure equivalency between the delivery modes.
	Reusability of artifacts created during the lesson delivery is identified where applicable. This is also a way to build connections between all three modes.
	Graded assessments are provided online for all groups. This will guarantee equal opportunity for all groups.
	Time allocated to the assignments are consistent between all three participation modes.