JOB AID

SAMPLE SESSION PLANNER TOOL

When designing materials for an online classroom event, it's helpful to see the "big picture" of the program. This session planner shows how each activity relates to the objectives, how much time is planned for each activity, and how the activities will flow together.

This job aid presents a sample session planner for a virtual class on how to run reports in a certain software program.

TIME (IN MINUTES)	OBJECTIVES	TOPICS	ACTIVITY OR LEARNING METHODS	SUPPORT MATERIALS
5	Opening and introductions	• welcome • overview of course • introductions • classroom tour	• discussion • web conference tour (show features to be used)	
5	Identify types of reports	• what reports do • four types of reports • describe four types	• discussion • application sharing	• test application • sample reports
20	Select the right report	• tips for selecting the right report • consider reports you already send/receive • ingredient list	• discussion • group exercise (ingredient list)	• whiteboard
10	Run, export, save report	• steps to run standard reports • steps to save standard reports • steps to export reports • export options	• demonstration • discussion • individual exercise	• test application • sample reports
5	Best practices, tips, and resources	• resources available: report list, reports manual • best practices and tips: accessing the best practices site	• discussion • demonstration	• test application • manual • reports manual • best practices site
5	Answer questions and conduct review activity	• review main points • answer questions	• discussion	• whiteboard
5	Closing/summary	• review • evaluation	• discussion	

INFOLINE