CETLA'S Quick Start Guide for "Flipping a Lecture"

**PLAN**

1. **Select** the lecture you want to FLIP!
2. **List** the student learning objectives associated with your lecture content.
3. **Construct** an assessment for online study objectives and in-class activities.
4. **Choose** the best way to present your pre-class lecture content online.
5. **Post** your online content!
6. **Design** in-class activities that will address students' misunderstandings or misconceptions.

**TEACH**

7. **Announce** to students that they should study the materials & prepare to take a quiz before or during class.
8. **Administer** before or during the first few minutes of class!
9. **Engage** students in ACTIVE learning in the classroom
10. **Debrief** at the end of the activity so that students can reflect on the significance of what they learned.

**REFLECT**

11. **Evaluate** What worked well?
12. **Troubleshoot** What didn’t work well? Why?