

Worksheet 3 – Boosting Interaction & Timely Support

Focus: Combining synchronous & asynchronous touchpoints.

Interaction menu (tick at least one from each column)

Synchronous (real-time)	Asynchronous
☐ Teams Meeting with breakout rooms	☐ Moodle Forum Q&A thread
☐ Live poll (Forms / Mentimeter)	☐ Scheduled announcement post
☐ Virtual office hour (Scheduler or Teams calendar)	☐ Quick “exit-ticket” survey (Moodle Feedback)

Weekly communication planner

Day	Channel	Purpose	Teacher prep
Monday		Kick-off video	Outline agenda
...	...	...	...

Rapid response rule

Average time to reply to student questions: ____ h (aim < 24 h).

Micro-reflection

How did the mix of live and leave-a-message activities affect student engagement this week?