

SCALE UP session conversion worksheet

SCALE UP is an Active Learning approach that focuses on students learning collaboratively. This can offer a significant challenge when it comes to session planning, but the results include more motivated students, the development of better peer relationships, improved soft skills like group working, and a deeper understanding of the theory and processes covered in the class.

This template will help you in converting an existing session into a SCALE UP one. If you are creating a brand new session, please skip the first two sections.

If you are converting an existing session (e.g. lecture) to SCALE UP, write a brief outline of it here. What are its intended learning outcomes?

Perform a brief SWOT analysis on the session described above. Identify one each:

Strength	Weakness
Opportunity	Threat

What is the overall topic of the new session?

Is it the same as the previous session? Does it include or omit parts? Does it integrate theory from several sessions?

What are the Learning Outcomes for the new session?

Think about the purpose of the session is and what knowledge the students will develop. Are there discipline-specific skills and aptitudes that will be developed? What are the generic skills or Graduate Attributes that you want students to develop by using more active methods?

SCALE UP requires that students engage with key content, on their own or with peers. They can be required to do this in pre-class 'flipped activities' or by using reference materials in class. What is the key content for this class and what do the students need to know to participate in the session?

What are the main points that the students will need to understand? What resources will the students use to build their understanding? Do they exist or do they need to be created? How will they be created and by who?



How will you determine at the start of the session that the students understood the pre-session material?

Will you check in-class or before? What will you do to clarify misunderstanding?

What resources and materials will the students use to support their learning during the session?

Will you provide specific materials or encourage students to find their own? If you are providing them, do they already exist or do they need to be created? How will you make the materials available to the students or make them aware of where to find them.



In-class Session Plan

Activity description	Duration	Group Size (1,3,9, room)	Required Materials (reference above)	Technology to be used by students	How does it link with the previous or subsequent activity?

How are you going to wrap up the session?

What do you expect students to do with the work they have produced?

Reflect on the newly designed session. Does it meet the learning outcomes? What are the challenges for you going to be before, during and after the session?

Have you preserved (or improved on) the Strength of the existing session? Has the Weakness been addressed? Were you able to seize on the Opportunity? Is the Threat reduced?

You should now use the information that you have collated on this worksheet to develop the formal plan for the session.