Asynchronous Learning Activity and Feedback Template

Plan a weekly rhythm, pick activities, schedule feedback and design AI-resistant tasks

1. Your course or module

Course name, audience and length

By the end, learners will be able to...

2. Weekly rhythm planner

Use the same release day and deadlines every week so learners can plan around them.

	What happens	Deadline (with time zone)
Release	New materials go live	
Learn and practice	Videos, readings, short checks	
Discuss	First post	
Respond and submit	Replies to peers + weekly task	
Feedback	Instructor replies + recap	

3. Activity library

Activity	What learners do	Time	Use it?
Chunked video + check	Watch a 5-10 minute video, answer 2 questions	15 min	
Discussion with a position	Take a side on a case, reply to two people who disagree	30 min	
Shared annotation	Add questions and examples to a shared reading	20 min	
Staged project	Submit topic, outline, draft and final, with feedback each stage	2-4 hrs	
Video explanation	Record 1-2 minutes on how you solved a problem	15 min	
Choice board	Pick 3 of 9 activities (read, watch, build, write)	1-2 hrs	
Portfolio entry	Add one piece of work with a short reflection	20 min	
Scenario practice	Work through a branching scenario, then reflect on choices	20 min	
Peer review	Review two submissions with a simple rubric	30 min	
Job aid build	Create a one-page checklist for your own role	30 min	
"How I used it" post	Share one real example of applying the skill	15 min	
Micro-quiz	5 questions with explained answers	10 min	

4. Feedback cadence plan

Feedback type	Default	My plan
Discussion replies	Within 48 hours on weekdays	
Weekly recap	3-minute video every Monday	
Graded work	Returned within 7 days, with rubric	
Check-ins	Personal message to anyone 3+ days behind	

5. AI-resistant assessment checklist

- ☐ Task asks learners to apply it to their own job, school or community
- ☐ Work is collected in stages (outline, draft, final)
- ☐ Includes a short voice or video explanation
- ☐ Refers to this week's discussion, case or data
- ☐ Allowed AI use is stated clearly
- ☐ Rubric rewards reasoning, not just the answer
- ☐ At least one task per week is not multiple choice
- ☐ Peer review or reflection is built in

6. Time-zone and access checklist

- ☐ Deadlines say which time zone (for example, UTC)
- ☐ Discussions run long enough for every region
- ☐ Transcripts and captions for every video
- ☐ Audio-only or download options for low bandwidth
- ☐ Plain language, few idioms
- ☐ Optional live sessions rotate times

Full guide with examples: elearningsolutionslab.com/asynchronous-learning/ | Need help? elearningsolutionslab.com/contact/