Step 1: Plan
Identify key goals and collect collateral

Step 2: Create
Record multimedia content, e.g. lecture video

Step 3: Gather Learning Data
Write assessment to collect diagnostic information

Step 4: Engage in Active Learning
Design in-class activities for deeper understanding

Step 5: Reflect
Consider the process and results of the flip

Start early and expect to spend:
1–2 hrs
3–4 hrs
1–2 hrs
2–3 hrs
After Class: 1/2–1 hrs