



Online Teaching Resource: *Time Management Strategies*

Overview

Does the time you spend teaching online lead to a better learning experience for your students? When is more time *better*—and when is it just *more*?

These recommendations, based on student feedback and the recommendations of the Teaching Coaches, are practical strategies for streamlining your online teaching.

Learn more: <https://wiki.academyart.edu/display/OTLIB/Making+Your+Online+Time+Count>

Core Strategies

- Get organized.
- Prioritize: Will doing *XX* make a difference to your students?
- Recycle your best stuff:
 - Save your critique snippets.
 - Reuse announcements
 - Save your images online.
- Expect students to take responsibility for their own learning.
- Update your class.

Learn more: <https://wiki.academyart.edu/display/OTLIB/Core+Strategies>

Challenge #1: Students are asking lots (and lots) of questions.

- Set clear expectations & anticipate questions.
 - Create a class FAQ and require students to read it.
 - Post announcements outlining your expectations.
 - Add additional information to your assignment description.
 - Post tips & checklists in conjunction with an assignment.
- Simplify & clarify communication.
 - Create a topic for late homework.
 - Use the Instructor's Office instead of the Mailbox.
 - Create a private office for personal issues.
 - Create "Module Questions" topics.
 - Answer questions with the video recorder.

- Hold online office hours.
- Encourage students to answer one another's questions, when they can.
- Point students to the relevant information (in the module, in your answer to another student, in another student's post...), instead of writing a new response
- Refer all technical questions to the Help Desk.

Learn more: <https://wiki.academyart.edu/display/OTLIB/Coping+with+Questions>

Challenge #2: Discussion management is too time-consuming.

- Run a student-centered discussion
 - Encourage students to post early in the week.
 - Acknowledge students' comments briefly.
 - Use some "canned" responses, but limit your content-based posts to one or two.
 - Ask follow-up questions.
- Require students to end every post with a question to the class.
- Correct mistakes, and redirect the conversation, as needed.
- Respond to several students at once.
- Post your final (wrap-up) comments in an announcement.
- Simplify your discussion grading

Learn more: <https://wiki.academyart.edu/display/OTLIB/Efficient+Discussions>

Challenge #3: I'm having trouble posting feedback/grades quickly enough.

- Respond to work as it comes in.
- Make a schedule
- Prioritize your reviews.
- Focus your feedback:
 - Ask students to fill out a "process sheet" when they submit an assignment.
 - Use rubrics or templates or scripts to organize your feedback.
 - Post your feedback where students are most likely to see it.
- Post a "pre-critique."
- Do a "keynote" critique.
- Try peer critiques.
- Take advantage of available tools:
 - Use multiple windows/tabs.
 - Use the whiteboard, including audio feedback.

- Try dictation software.
- Try the new video recorder.
- Group critiques with video
- Do live critiques in your online office.
- Do live critiques with *Camtasia* or *IShowU*.

Learn more: <https://wiki.academyart.edu/display/OTLIB/Streamlined+Critiques>

Challenge #4: My online class is taking over my life!

- Establish a routine
- Prioritize your daily check-in
- Don't multitask
- Abandon guilt and perfectionism.
- Give yourself permission to have a life!

Learn more: <https://wiki.academyart.edu/display/OTLIB/Having+a+Life>

Challenge #5: Cyber Campus is on my back!

- Take a breath and lighten up! :)
- Consider things from your students' point of view.
- Leave "footprints" every weekday
- Communicate your time frames
- Say "Thanks!" and move on!

Learn more: <https://wiki.academyart.edu/display/OTLIB/Cyber+Campus+Feedback>