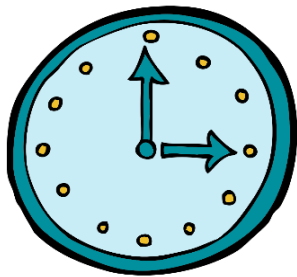# Managing Your Time When Teaching Online

Good teaching takes time, and good online teaching may take even more time!

In this issue of the Online Teaching Coaching Newsletter, we ask you to reflect on your strategies for time management when teaching online.

- How do you spend most of your time when teaching your online course?
- Do you ever feel overwhelmed by your workload when teaching online?
- How can you be more effective and efficient with your time when teaching online?
- How can you improve your time management when teaching online?

There is no quick & easy solution to manage your time. It takes self-awareness, motivation, planning, and setting priorities. Through the tips, strategies, and tools shared in this newsletter, reflect on and plan your time management strategy, allowing you to refresh and re-energize your online teaching for the rest of the semester.

Tips for Time Management When Teaching Online

Identify your time sinks

Figure out how you spend your time when teaching online. What are your time sinks? Plan efficiencies to save and manage your time.

Set regular schedule & consistent routine

Stick to a dedicated and regular schedule and consistent routine, as much as possible. Avoid procrastination.

Work with minimal distractions

Schedule time and place to work on your online course when and where you can be most focused with minimal distractions.

Manage email efficiently

Check and respond to email only at set points during the day. Organize and prioritize emails, particularly if you are teaching multiple classes.

Include interactive course elements

Include activities for learner interaction with content (*e.g.*, Kaltura video quizzes), and with each other (*e.g.*, peer review, group work).

View this Time Management infographic online.
See Stearns Center website for **"Tips for Managing Time Efficiently when Teaching Online".**

Use Blackboard Tools to Manage Time in Your Online Course
(Click on links below to learn more)

Set up automatic notifications in Blackboard. You may want to receive automatic alerts whenever specific activity occurs in your Blackboard course. You can choose the types of notifications you receive and how they're delivered to you. These notifications can serve to keep you on track with your online courses.

Email announcements to your class list directly from Blackboard. Select the email announcement check box whenever you post a new announcement to your Blackboard course. The announcement will then be emailed to all users (students, instructors, and teaching assistants) in your course, keeping everyone updated and informed.

Enable the "subscribe" feature in Blackboard discussions. When creating a discussion, set the forum settings to allow course users (including yourself) to subscribe to a discussion forum. By subscribing to discussion forums, you will get email alerts when there are any new posts.

Include auto-graded quizzes using Blackboard test tools. Use Blackboard's auto-grading feature to automatically grade online quizzes, providing students with their scores and feedback. **Select options** for when and how your students may view their results after quiz completion & auto-grading.

Track learner performance using the evaluation tools in your Blackboard course. In your Blackboard course menu, find Course Management, and then locate the Evaluation tools. Use **Performance Dashboard** for a quick snapshot of individual student activity and participation in your online course, including time since the last login. Use **Retention Center** to find out which students in your course are at risk. You then may use this information to **reach out to students** to help them take action for improvement.

Learn More about Time Management for Teaching Online

- Raines, D.A. (2011). **Be efficient, not busy: Time management strategies for online teaching.** *Faculty Focus*, Magna Publications.

- Murugan, E. and Badawi, N. (2018). **What online faculty can do to avoid burnout.** *Faculty Focus*, Magna Publications.

Contact Us!

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