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 and strategies shared in this newsletter, please take some time to reflect on and to plan your time management strategies, allowing you to re-energize for the rest of the semester.

Tips to Plan, Manage & Save Your Time When Teaching Online

- **Identify your time sinks.** How are you spending most of your time when teaching online? Figure out your time sinks and then plan efficiencies to save and manage your time.
- **Set a regular schedule to work on your online course.** Avoid procrastination. Stick to a dedicated schedule as much as possible.
- **Schedule time and place to work on your online course when and where you can be most focused with minimal distractions.** Also make sure that you check your online course frequently & regularly.
- **Manage your email efficiently by checking for messages at set points during the day.** Establish student email guidelines (*e.g.*, have students include the course name and number in the subject line when emailing you). Guidelines will help you better organize and prioritize emails, particularly if you are teaching multiple sections or courses online.
- **Establish a consistent routine for being present in your online course and communicate your daily/weekly routines to your students.** Inform students of online office hours and expected turnaround times for email responses and graded work. If there is a change in your routine that may impact learners, please let them know.
- **Design an interactive online course.** Allow learners to direct some of their own learning. Expand interaction in your course to include learner-content activities (*e.g.,* Kaltura video quizzes; self-assessments in Blackboard), and learner-learner activities (*e.g.,* group work, peer reviews). Such activities take time up-front to create, but ultimately will save your time to focus on other teaching tasks, such as grading & feedback.

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

Enable automatic notifications in Blackboard. You may want to receive automatic alerts when activity occurs in your Blackboard course. You can choose the types of notifications you receive and how they're delivered to you. For example, you can receive an email notification when an assignment, test or discussion forum needs grading. These notifications can serve to keep you on-track with your online courses.

Email announcements to your class list directly from Blackboard. Post announcements to regularly communicate with your students. When posting an announcement, you may send it automatically as an **email** to all students in your course. Students will receive the announcement to their email, even if they have not logged into the online course.

Use Blackboard discussion forum "subscribe" feature. When **creating a discussion forum,** use the discussion forum settings to allow users to subscribe to a discussion forum. Subscribing allows you and students to get email alerts for new discussion posts.

Include quizzes using Blackboard test & survey tools. Use auto-grading feature in Blackboard to automatically grade low-stakes quizzes and to provide learners with their results and feedback. **Select options** for when and how students may see their results and feedback after quiz completion & auto-grading.

Track learner performance using the evaluation tools in your Blackboard course. Use the **Performance Dashboard** for a quick snapshot of individual student activity and participation in your online course, including time since 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 When Teaching Online

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Murugan, E. and Badawi, N. (2018). **What online faculty can do to avoid burnout.** *Faculty Focus*, Magna Publications. Retrieved 3 March 2021.

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