

Managing Instructor Workload

iTeach Online and iLearn-iTeach in the College of ...

- iTeach Online –
 - Has all workshops and take-aways
 - Cool Tools, Rubrics, Webinars, Bb 9.1 Instructor Guide, tutorials, resources

Your Take-Aways

According to criteria for established best practice, manage your course to fit your personal teaching strategies and style:

- Design your course so that it is manageable,
- Provide manageable supports,
- Apply manageable teaching strategies,
- Apply manageable time-allocation strategies.

What Online Students Expect

- The instructor will facilitate their activity and learning.
- The instructor will respond to email immediately.
- The instructor is poised at the Chat tool waiting to “talk.”
- Course materials are readily available at any time.
- The technology works all of the time.
- Course materials are delivered in a variety of formats.

Know Thyself



What You Can Do

- Familiarize yourself with Blackboard
- Keep up with the technology skills
- Protect your time! – communicate your availability!
- Tell students when and how to contact you
- Provide time frames for expecting replies and feedback on assignments
- Be open to changing your strategies
 - e.g. if students aren't blogging – try discussions
- Use rubrics to grade assignments
- Use best practice strategies and retention framework : clear expectations, support, frequent assessment and feedback, and required engagement.

Design your course so that it is manageable by you:

Map and complete the course BEFORE the semester starts.

- Provide clear expectations for instructional processes by being specific and explicit wherever possible. Fully online-courses require more online instructions than do blended courses.
- Provide clear expectations regarding attributes of successful products in rubrics.
- Allocate units– align objectives with assessments and activities. A well structured, aligned course will reduce your students' confusion and run smoothly.
- Construct an easy-to-navigate environment with a clear scope and sequence.

Design your course so that it is manageable by you:

- Set timelines – create a printable calendar and tell students to post it at their desk. Post it to your desk, too.
- Plan for student-centered learning; the more students are engaged, the more time you have to support their learning and the less time they take for mundane matters!
- Use digital resources from publishers and learning objects from the web (e.g. mashups, MERLOT, ODELT learning objects repository). You don't have to build your own.

That said-

- Do what you can now with the full knowledge that each semester you will improve your course.

Instructor Supports

- Institutional
 - Help desk – technical support,
 - Office of Distance Education, iTeach_Online,
 - Student Support Services,
 - Disability Services,
 - Library.
- Learning communities
 - Peers, mentors
 - Cohorts,
 - Co-instructors,
 - Colleagues

Do You Have the Support You Need?

- Have you identified colleagues with whom you might establish relationships for support?
- Do you know what to do when you or your students are having trouble with your course?
- Do you have clarity regarding best practices and do you know where to go to learn more when you are ready?
- Have you identified a student or students to give you input while you are teaching your course?



Help Your Students Feel Supported

Give students:

- Institutional
 - Help desk – technical
 - Student Support Services
 - Disability Services,
 - Library.
- Learning communities
 - Your personal presence,
 - Announcements
 - Peer and group work for interpersonal presence,
 - Directions and instructions on the use of technology,
 - Feedback expectations,
 - Online office hours and schedules,
 - Encourage study groups and provide space if asked.

Teaching Strategies

- Identify your weekly teaching activities.
- At the beginning of the semester, put time on your personal calendar for-
 - Orienting students, spend more time toward beginning of semester
 - Messaging, announcements, discussions,
 - Grading and providing feedback, etc.
- Create presence by inserting yourself regularly in your class. That personal presence goes a long way. Plan for it. It takes very little to make a big difference in your students' satisfaction.



Apply Manageable Time-allocation Strategies:

- Get a lot of bang for your buck
 - Save your carefully composed feedback statements in response to one student and send them to all. The whole class or a select few can learn from your responses.
 - Point out good work to everyone- “See Allison’s entry on [date] in [event]. Notice how she”

Types of Quick Announcements

- Upcoming due dates and stage in the course,
- Summary and/or preview of week's activities,
- Noting progress and encouraging effort,
- Noting problems in computer access,
- Updating, clarifying, or revising the syllabus or schedule,
- Reminding students about special events or introducing speakers,
- Etc.

These Time Saving Strategies

- Will help you manage your teaching and life!
- Let's look at the handout, select at least one strategy and create it in the course.



Conclusion

Online students expect you to give them the time they need when they need it.

It is up to you, the instructor, to clarify and specify contact availability, follow technology to communicate effectively, use rubrics for grading and don't be afraid of changing your teaching strategies to mold your style with the students.

