

# Online Course Management: Organization, Time, and Communication



How to organize your schedule to teach online/remote



How to organize communication with online students



Organizing a course by “Page” or “Module”

# Organizing your schedule

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Week, Module, Unit, Lesson, Topic

Consider a stable, repetitive schedule

- Ex. activity due every Monday, Wednesday, Friday or Tuesday, Thursday, Friday, Saturday

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
10 WEEK 1	11 COURSE BEGINS	12 Geo Game 1 IQ Activity 1	13	14 IQ Response 1	15 Weekly Activity 1	16 Course Expectations Quiz
17 WEEK 2	18	19 Geo Game 2 IQ Activity 2	20	21 IQ Response 2	22 Weekly Activity 2	23 Final Project Part A
24 WEEK 3	25 <b>MEMORIAL DAY</b>	26 Geo Game 3 IQ Activity 3	27	28 IQ Response 3	29 Weekly Activity 3	30 Final Project Part B
31 WEEK 4	June 1	2 Geo Game 4 IQ Activity 4	3	4 IQ Response 4	5 Weekly Activity 4	6 Final Project Part C
7 WEEK 5	8	9 Geo Game 5 IQ Activity 5	10	11 IQ Response 5	12 Weekly Activity 5	13 Final Project Part D
14 WEEK 6	15	16 Geo Game 6 IQ Activity 6	17	18 IQ Response 6	19 Weekly Activity 6	20 Quiz 1

# Organizing your schedule

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Think about your submission times

- Ex. students hate 5 p.m.; 11:59 p.m. is fairly standard

Consider how long students have to complete activities

- Ex. opens Tuesday due Wednesday

# Organizing Communication with Students

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Post contact information in prominent location (ex. homepage)

Define clear expectations

- You can find x here...
- You should message me...
- I will respond within...

Suggest students don't turn off notifications

Offer a Readiness Assessment that uses the tools you will expect students to use

- Ex. If you are using discussion boards, have an activity where students use the discussion board in Week 1
- Link to guides on how to use various technology; add IT information

# Organizing Communication with Students

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Add assignments to Canvas with due dates as soon as possible

Be detailed and anticipate questions

- There is no class session where you can explain or answer questions; try to anticipate what students will ask and address those questions
- Consider offering videos, screencasts, FAQ's, etc. for assignments
- Put assignment instructions in assignments even if they are in the syllabus

Put links to important items in multiple places

- Ex. At the top of an assignment remind students they should complete reading prior to beginning and give instructions on how to access readings or link to that page/module

# Organizing Communication with Students

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## Consider required check-ins

- Must meet with me in video call during week x
- Announcements: Reply below that you read
- Email: Respond or like email to indicate read
- Once you have read x, send me an x
- Canvas survey (in Quizzes); Teams/OneDrive Forms
- Make one assignment a check-in

# Organizing a course by “Page” or “Module”

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Single page

Multiple pages linked

Pages and other items in Modules