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

Week, Module, Unit, Lesson, Topic

Consider a stable, repetitive schedule
- Ex. activity due every Monday, Wednesday, Friday or Tuesday, Thursday, Friday, Saturday
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<td>IQ Activity 1</td>
<td>IQ Response 1</td>
<td>Weekly Activity 1</td>
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<td>IQ Response 6</td>
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<td>Quiz 1</td>
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Organizing your schedule

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

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

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

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”

Single page

Multiple pages linked

Pages and other items in Modules