The instructional design team at Keypath is dedicated to providing quality faculty resources and strategies supporting your transition to teaching online.

In this video, you will learn how to plan and manage your time when teaching online.

Divide Out Your Time

- Time management is critical for the online instructor, as boundaries can become blurred in the online space. It is easy to get sucked into the vortex of time because there are no classroom walls to confine engagement.
- Know how much time you have per week to dedicate towards preparing lectures, hosting live sessions, grading, and answering emails. Create a schedule for yourself.

Create a Schedule

- Block out a specific day and time for each course task, such as live sessions, grading, planning lessons, and office hours. For example, Monday might be a great day for grading if most of your students' homework is due over the weekend.

Communication

- To keep the number of student emails in your inbox manageable, consider syncing your email to your phone. You'll be able to answer quick questions on the spot.
- Establish some ground rules. Announce the days and hours that you are (and are not) available to respond to emails and answer questions. This helps to protect your time boundaries!
- Add a question and answer (Q&A) section to your course. This will allow you to respond to a student question and the whole class will have the benefit of seeing your answer.

We, at Keypath, hope you find this resource useful as you continue to elevate your teaching online.