



Managing the Online Workload

Creating strategies to manage your online course



Managing the online workload

As you step into the world of online learning
you switch from being:

"Sage on the Stage" = Lecturer

to

"Guide on the Side" = Facilitator





Managing the online workload

Utilizing the following strategies:

Authoring = Content development

Teaching = Content delivery

Course Revision = Content modification

Institutional = Instructional support



Authoring Strategies

Identify & acquire existing learning resources - Incorporate existing material rather than writing new content.

- Web site links
- Content from publishers, textbooks, periodicals, library or government materials
- Learning objects – PowerPoint, graphics, audio





Authoring Strategies

Establish and distribute reusable templates

- Automate tasks and implement familiar methods.

- Instructor guidelines and schedules
- Evaluation questionnaires
- FAQ's
- Study guides, supplemental readings
- Portfolio guidelines, lesson structure





Authoring Strategies

Provide specific instruction for assignments

- Reduce student queries and instructor intervention.

- Specify word/page count and qualitative expectations in assignment
- Establish grading rubrics/assignment checklist
- Provide or direct students to established style guidelines (APA, MLA...)





Authoring Strategies

Design balanced instructional activities - Design learning activities that do not require a great deal of time and energy to monitor and maintain.

- Use automated grading for concept reviews
- Use peer evaluation as a way to share assessment
- Use self-evaluations
- Limit the number of activities
- Assess the impact of activities on workload before implementing



Authoring Strategies

Finalize one module or unit before developing remainder of course - A representative module allows for a roadmap which can be followed for subsequent units.

Gagne's Nine Events

1. Gain attention
2. Identify the objective
3. Recall prior learning
4. Present stimulus
5. Providing learning guidance
6. Eliciting performance
7. Providing feedback
8. Assess performance
9. Enhance retention and transfer





Authoring Strategies

Additional thoughts and ideas
from your online colleague...



- Barbara Hotta, Professor CC, Computer Science



Authoring Strategies

Which of the following authoring strategies would make the biggest impact on lessening your workload?

- ✓ Identify & acquire existing learning resources
- ✓ Establish and distribute reusable templates
- ✓ Provide specific instruction for assignments
- ✓ Design balanced instructional activities
- ✓ Finalize one module or unit before developing remainder of course



Teaching Strategies

Provide a detailed syllabus - A valuable tool to communicate assignments, readings, grading, ethics, pre-requisites, schedule, goals, and learning objectives.

- Communicates course expectations
- Addresses FAQ's
- Allows students to plan and identify areas in which they may need additional skills or time
- Serves as a "contract" and reference



Teaching Strategies

Define the course operating parameters - Explain how interactions between students/students and students/faculty will be executed. Emphasize timelines and responsibilities so that students can effectively manage their workload and successfully complete interactive tasks.

- Address requirements
- Establish rules for group work and pacing



Teaching Strategies

Establish a routine - Establish a routine for regular and planned interaction within the online course and with students

- Shorter more frequent interactions
- Focus on providing feedback
- Use the full capabilities of the course management system





Teaching Strategies

Foster group dynamics - Encourage students to interact and learn from each other.

- Establish a method of peer review on projects
- Have a large group activity prior to small group activities
- Provide opportunities for student interactions without the weight of grading



Teaching Strategies

Establish consistent, effective methods of electronic communication - Students will rely on accessing announcements posted in a general format if used consistently.

- If a student question requires a simple answer or announcement, use email
- If the question requires discussion, use the Bulletin Board





Teaching Strategies

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Teaching Strategies

Which of the following teaching strategies would make the biggest impact on lessening your workload?

- ✓ Provide a detailed syllabus
- ✓ Define the course operating parameters
- ✓ Establish a routine
- ✓ Foster group dynamics
- ✓ Establish consistent, effective methods of electronic communication



Course Revision Strategies

Conduct multiple evaluations of the course

- Both formative and summative evaluations should be designed to gather information from students and course guests.

- Formative – small group of people “test run”
- Summative – students complete evaluations or surveys regarding course effectiveness and weaknesses



Course Revision Strategies

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Institutional Strategies

Utilize faculty access to instructional design and system support - Use available resources and support services.

- Instructional design support
- Graphic/multimedia development
- Technical support
- Copyright clearance support





Institutional Strategies

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Sources

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