Managing Time Online – Student Edition

It is not just faculty who need to adjust to the online classroom – many of our students have never taken online classes or only when it was absolutely necessary. For students, time management in the online classroom can be tricky since they need to self-direct their learning. However, faculty can help students with time management and in doing so teach students skills that will be valuable long after they graduate.

This resource will give you some ideas on how to instill good time management practices for your students. As always, try a couple of new things out first, see how it goes and adjust accordingly. Don't try to do all at once - pick those that speak to you and those that you can integrate into your work habits fairly easily.

Provide Time Management Tools

1. Include estimated completion times for assignments and course materials so students can plan accordingly – try out this course workload calculator
2. Allow students to check off activities and assignments that they have completed. See the Moodle Tutorial on Activity Completion
3. Provide checklists and incremental deadlines for major assignments
4. Create a weekly pacing guides for students (see last section)

Foster and Reward Time Management Skills

1. Consider giving extra-credit points or create low-stake assignments for students that make them aware of deadlines and workloads. Examples include:
   a. Setting a calendar reminder for all course due dates
   b. Creating their own weekly pacing guide (see next section)
   c. Have students complete the Assignment Calculator for research papers

2. Utilize a syllabus quiz where students need to demonstrate their knowledge about deadlines, assignments, workload etc. Instead of a syllabus quiz that is scored, consider the content release function in your LMS where the course content is only released after students scored XX percentage on the syllabus quiz

3. Have students draw up a "Contract for Completion" - For students who might get sick, have caretaking responsibilities etc., you might consider creating a "contract for completion" that outlines when students will have assignments due. If they don't

complete the assignment, you can have staggered grades. For example, if the assignment is late by one week, the late penalty is 10 points and so on. The contract can also determine when the grade in the course will switch to an Incomplete.

Create a Weekly Pacing Guide

A weekly pacing guide gives students concrete suggestions what they should do when every week. This encourages students to spread the work out over a longer period of time rather than cramming all work into a couple of hours right before the deadline.

Consider setting due dates for certain assignments/tasks during the week to spread out the workload.

Example Pacing Guide

	To Do's
Monday	- Watch feedback video - Read and annotate assigned textbook chapters
Tuesday	- Read/Watch/Listen to course material in discussion forum - Post to discussion forum
Wednesday	- Reply to your classmates on discussion forum - Respond to annotations by your classmates
Thursday	Take Quiz
Friday	- Get started on next week - Watch weekly instructional video - Watch/Listen to interactive course material

References

Darby, Flower; with James M. Lang. 2019. *Small Teaching Online*. Jossey-Bass: San Franciscio, CA