

5 Tips for Streamlining your Online Teaching (at Georgian with Georgian Tech)

Positionality:

- Working full time
- Doing my masters (two courses)
- Teaching a condensed course
- Family + going home for a wedding

1. *Use Announcements and Email Automatic Replies*
 - a. Individual emails are time consuming
 - b. Set boundaries – your students need them too
 - c. Create a workable schedule that mimics in-class times
2. *Get as much stuff off your personal computer and get it in the cloud.*
 - a. Updates are easier
 - b. Everything's accessible from wherever you are
 - c. No worries that things are stuck in an old Bb shell
3. *Do all your grading in line and use Weighted Totals.*
 - a. Excel sheets are more likely to have user errors
 - b. Students can see these updates and feedback
 - c. No need to organize downloads / can use audio feedback
4. *Rubrics, rubrics, rubrics.*
 - a. Click of a button – automatically goes to grade centre
 - b. Less need for feedback since it's in the rubric
 - c. Showing rubric before assignment's due gives students more chance to understand what they're doing
5. *Use pools of questions for your tests.*
 - a. Weekly quizzes make students more comfortable with tests
 - b. Helps to keep everyone on track
 - c. Re-use those pools for higher stakes assignments later
6. **Bonus tip: Group work and study buddies.*
 - a. Blackboard creates random groups
 - b. Assignments can be given to groups (and rubrics and feedback)
 - c. Students can talk to each other about assignments, freeing your inbox