

MANAGING WORKLOAD AND COMMUNICATION

Here are top suggestions provided by the Centre for Innovation in Teaching and Learning (CITL), linked to supporting evidence-based resources to help you manage the workload and communications in your courses. This information is a synthesis of a variety of CITL's resources, such as the [Instructional Continuity Site](#), [Guide for Preparing your Course](#), and [Learning Technology Guide](#).

Have further questions? [CITL's Support Centre](#) is ready to consult.

SUGGESTIONS

SUPPORTING RESOURCES

MANAGE WORKLOAD ACTIVITIES AND ASSESSMENTS TO MEET GOALS/OUTCOMES

<ul style="list-style-type: none"> ✓ Consider the design and frequency of assessments, selecting those that help students progress towards course goals/outcomes. ✓ Upload self-recordings of lectures/topics to Brightspace using CITL's self-service video hosting. ✓ Use Brightspace tools to manage student and instructor workload: <ul style="list-style-type: none"> ○ Schedule student work using the calendar tool. ○ Encourage students to do collaborative notetaking. ○ Use the video tool for video/audio assignments. ○ Enable students to help each other in group discussions. ○ Create group assignment submissions in the dropbox tool. ○ Conduct assignment marking and student feedback through the dropbox and grading tool. ○ Calculate grades and communicate grading schemes in the gradebook tool. 	<ol style="list-style-type: none"> 1. Assessment Strategies 2. Bulletproofing Online Assessments 3. Providing Feedback Electronically 4. End-of-Course Assessments 5. Alternatives to Lecturing 6. Narrating PowerPoints 7. Self-Service Video 8. Video Assignment Guide 9. Assignment Tool Guide 10. Discussions Tool Guide 11. Groups Tool Guide 12. Dropbox/Grading Guide 13. Gradebook Guide
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MANAGING COMMUNICATION/ENGAGEMENT WITH STUDENTS

<ul style="list-style-type: none"> ✓ Establish student expectations of: <ul style="list-style-type: none"> • Ways and times to contact you (phone, email etc.). • Course communications (e.g. frequency/tools to use). • Behaviours for communications and collaboration. • A calendar of activities that they need to complete. • Notifications in Brightspace. • Locations of course questions/information. • How feedback will be given on progress. • Importance of work time and space management. • When to seek the help of an academic advisor. ✓ Use Brightspace Tools to facilitate communications: <ul style="list-style-type: none"> • Provide updates in Brightspace News. • Conduct one-to-one discussion in the Mail Tool. • Set office hours using Online Rooms or Webex. • Ask student feedback using the Survey Tool. • Use reminders/auto-notifications in the Intelligent Agents Tool. 	<ol style="list-style-type: none"> 1. Syllabus Template 2. Netiquette Guide 3. Communication and Engagement Resource 4. News Tool 5. Class List Mail Tool 6. Survey Tool 7. Intelligent Agents Tool
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Questions? Contact [CITL Support Centre](#)