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 of remote instruction. This information is a synthesis of a variety of CITL’s resources, such as the Instructional Continuity Site, Guide for Preparing your Course for Remote or Online Learning, and Learning Technology Guide.

Have further questions? CITL’s Support Centre is ready to consult.

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| **MANAGE WORKLOAD ACTIVITIES AND ASSESSMENTS TO MEET GOALS/OUTCOMES** | 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 |
| ✓ 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:  
  o Schedule student work using the calendar tool.  
  o Encourage students to do collaborative notetaking.  
  o Use the video tool for video/audio assignments.  
  o Enable students to help each other in group discussions.  
  o Create group assignment submissions in the dropbox tool.  
  o Conduct assignment marking and student feedback through the dropbox and grading tool.  
  o Calculate grades and communicate grading schemes in the gradebook tool. |
| ✓ Establish student expectations of:  
  • 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. | 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 |
| ✓ Use Brightspace Tools to facilitate communications:  
  • 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. |