**Time Management Strategies for Online Learning**

**If you are using or adapting this instrument, please cite**

[Oyarzun, B., Martin, F., & Moore, R.(In press).](https://webpages.uncc.edu/fmartin3/site2018/publications.html)  Time Management Matters: Online Faculty Perceptions of Helpfulness of Time. Distance Education.

**Time Management Strategies in Online Instruction**

The purpose of this survey is to assess the use and helpfulness of time management strategies in online instruction. The survey organizes the time management strategies into the following categories: (1) managerial, (2) pedagogical, and (3) technical and social. If you have used the strategy, please rate the level of helpfulness in regards to time management.  If you have not used the strategy, please select, not used.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Rate the helpfulness of the following time management strategies used in the design and facilitation of online courses | Not Used | Not at all helpful | Moderately helpful | Slightly helpful | Very  helpful | Extremely helpful |
| **Managerial Strategies** |  |  |  |  |  |  |
| Posting/sending periodic course announcements |  |  |  |  |  |  |
| Providing collective feedback |  |  |  |  |  |  |
| Reusing feedback from previously used/saved feedback |  |  |  |  |  |  |
| Scheduling time to facilitate course |  |  |  |  |  |  |
| Scheduling time to learn and apply new strategies |  |  |  |  |  |  |
| **Pedagogical strategies** |  |  |  |  |  |  |
| Scheduling time to design course |  |  |  |  |  |  |
| Using existing materials such as Open Educational Resources (OER) or publisher resources |  |  |  |  |  |  |
| Creating clear and consistent navigation |  |  |  |  |  |  |
| Organizing  content into modules or units. |  |  |  |  |  |  |
| Creating a course orientation |  |  |  |  |  |  |
| Establishing clear and specific expectations (to do list, rubrics, etc.) |  |  |  |  |  |  |
| Establishing a grading system that the Learning Management System (LMS) grade center supports. |  |  |  |  |  |  |
| **Technical Strategies** |  |  |  |  |  |  |
| Using LMS embedded tools to create multimedia content such as lecture videos, podcasts etc. |  |  |  |  |  |  |
| Using LMS features for assessment (quizzes, assignments, exam, etc). |  |  |  |  |  |  |
| Using LMS grade book to allow student to track grades |  |  |  |  |  |  |
| Using collaborative tools (wikis, blogs, Google drive, dropbox, etc.) |  |  |  |  |  |  |
| Using technology to provide feedback (audio or video) |  |  |  |  |  |  |
| Using LMS data/reports to track student engagement and participation |  |  |  |  |  |  |
| Using the LMS calendar functionality for automatic reminders and notifications |  |  |  |  |  |  |
| **Social Strategies (Rob)** |  |  |  |  |  |  |
| Having student moderate discussions |  |  |  |  |  |  |
| Having students participate in small group discussions |  |  |  |  |  |  |
| Having students work in groups |  |  |  |  |  |  |
| Having students peer evaluate |  |  |  |  |  |  |
| Having online synchronous for assistance (office hours/ help sessions) |  |  |  |  |  |  |
| Having multiple channels of communication |  |  |  |  |  |  |

**Instructions:** Please type in your responses to the following questions.

12. What are some time management strategies that you use but not listed here and you have found it helpful?

13. What are some time management strategies that you use but not listed here and you have found it least helpful?