

Sample: Online Instructor Weekly Planner

A reusable weekly structure to support consistent online teaching presence and course management.

SAMPLE: ONLINE INSTRUCTOR WEEKLY PLANNER

Sun	Mon	Tue	Wed
Reminder <ul style="list-style-type: none">• Create/Send Weekly Announcement (40 min)• Check/respond to student emails (30 min)	<ul style="list-style-type: none">• Check/respond to student emails (30 min)• Hold virtual office hour (60 min)	<ul style="list-style-type: none">• Check/respond to student emails (30 min)• Grade Discussions (60 min)	DEADLINE <ul style="list-style-type: none">• Create/Send Mid-Week Check In Announcement (40 min)• Check/respond to student emails (30 min)
Thu	Fri	Sat	
<ul style="list-style-type: none">• Check/respond to student email (30 min)• Grade Discussions (60 min)• Hold virtual office hour (60 min)	<ul style="list-style-type: none">• Check/respond to student emails (30 min)• Grade Weekly Assignments (90 min)• Review performance dashboard & reach out to students as needed (60 min)	<input checked="" type="checkbox"/> none	COLLEGE OF APPLIED HUMAN SCIENCES

This planner outlines a typical weekly rhythm for online teaching. You can copy this structure into your preferred calendar system (Google Calendar, Outlook, Apple Calendar) or save it as a document to reuse each week. The time suggestions are simply a sample, they are not recommended times.

Tip: You can download this page as a Word or Google Doc (File → Download → Microsoft Word / Google Doc) or copy the structure into your own digital or paper planner.

Sunday:

- Create/Send Weekly Announcement (overview of the week, key dates/reminders, what to focus on) (40 min)
- Check/respond to student emails (30 min)

Monday:

- Check/respond to student emails (30 min)
- Hold virtual office hour (60 min)

Tuesday:

- Check/respond to student emails (30 min)
- Grade Discussions (60 min)

Wednesday:

- Create/Send Mid-Week Instructor-Led Learning Activity or Check In via Announcement (Mini-lecture, audio teaching note, discussion insights, concept breakdown, guided prompt, or micro-tutorial) (40 min)
- Check/respond to student emails (30 min)

Thursday:

- Check/respond to student email (30 min)
- Grade Discussions (60 min)
- Hold virtual office hour (60 min)

Friday:

- Check/respond to student emails (30 min)
- Grade Weekly Assignments (90 min)
- Review performance dashboard & reach out to students as needed (60 min)