TTLO 3.3 Act 2 – Weekly Online Course Workflow Spanish for Beginners Blended Course

Here is an example of how my team and I can analyze your processes and create <u>workflows</u> for your teachers. These can be invaluable for time management. These workflows can also include message templates your teachers can copy and paste as well.

Sunday

13:00 to 14:00 – Answer any student emails from the previous Friday.

14:00 to 15:00 – Monitor student completion of asynchronous activities. Send reminders as needed.

15:00 to 17:00 – Review student submissions on the Assignments tab and answer questions in the Q&A forum.

17:00 to 19:00 – Preview <u>H5P</u> asynchronous activities for the week to ensure that they work correctly and are free of typos and outdated information.

19:00 to 20:00 – Record and upload weekly video greeting.

Monday

08:00 to 09:00 – Conduct daily office hour (our learners are early risers).

09:00 to 11:00 – Conduct synchronous session.

11:00 to 12:00 - Answer student emails.

15:00 to 16:00 – Answer student emails.

20:00 to 21:00 – Answer student emails.

Tuesday

08:00 to 09:00 – Conduct daily office hour.

09:00 to 10:00 – Monitor student completion of asynchronous activities. Send reminders as needed.

10:00 to 12:00 – Review student submissions on the Assignments tab and answer questions in the Q&A forum.

13:00 to 14:00 – Record video feedback for student submissions.

15:00 to 16:00 – Answer student emails.

20:00 to 21:00 – Answer student emails.

Wednesday

08:00 to 09:00 – Conduct daily office hour.

09:00 to 11:00 – Conduct synchronous session.

11:00 to 12:00 – Answer student emails.

15:00 to 16:00 – Answer student emails.

20:00 to 21:00 - Answer student emails.

Thursday

08:00 to 09:00 – Conduct daily office hour.

09:00 to 10:00 – Monitor student completion of asynchronous activities. Send reminders as needed.

10:00 to 12:00 – Review student submissions on the Assignments tab and answer questions in the Q&A forum.

13:00 to 14:00 – Record video feedback for student submissions.

15:00 to 16:00 – Answer student emails.

20:00 to 21:00 - Answer student emails.

Friday

08:00 to 09:00 – Conduct daily office hour.

09:00 to 11:00 – Conduct synchronous session.

11:00 to 13:00 – Complete weekly progress reports and record video feedback to accompany them.

15:00 to 17:00 – Perform content touch-up (remove activities that do not work, compose new activities as needed).

17:00 to 18:00 – Answer student emails.

Message templates

Out of office set to engage Fridays at 18:00

"I take Friday nights and Saturdays off, remember? You'll hear from me Sunday afternoon."

Incomplete async assignment reminder:

"Hi [NAME], I hope all is well. I was looking at the [LESSON X] Assignments tab and didn't notice any activities from you. The beginner course can be like drinking from a firehose and I want to help you keep up with the flow if I can.

Please let me know how things are going for you and if you need any help from me. I'm here to support you."