

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 workflows 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– Preview [H5P](#) asynchronous activities for the week to ensure that they work correctly and are free of typos and outdated information.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.”