



## A Guide For Professors

# 5 Steps to Organize Your Tasks to Help Your Students Do Better in Your Class

The better organized you are, the easier it will be for your students to  
be organized and successful

## **Step 1: Create “assignments” in LMS for all tasks, including non-assessed, those without a deliverable, and those completed on other platforms**

### **Why do it?**

- a. Students can easily import tasks from your LMS (Canvas, Brightspace-D2L, and Moodle) into Shovel where they can manage them much more easily.
- b. Including non-assessed items, e.g. reading assignments, will help students plan their study times.

### **Live connection**

The connection to Shovel is live so when you make a change to a task, it will be reflected in your student’s Shovel accounts automatically.

## **Step 2: Include *Task Category* in Task Name**

### **For example:**

Assignment 1: Variance Analysis and Management by Exception

Assignment 2: Departmental Cost Allocation Methods

### **Why do it?**

Including the category name “assignment” inside the task name will allow students to search the word “assignment” and sort and categorize their tasks quickly inside Shovel.



### **Step 3: Estimate non-reading tasks and include the estimate at the end of each Task Name “[1h 30m]”**

#### **For example:**

Problem Set 1: Variance [8h]

Problem Set 2: Cost Analysis [10h]

#### **Why do it?**

Estimating tasks for students will give them an initial idea of how long each task should take. Of course, the speed will vary for each student, but they should know if a task should take 2 or 8 hours.

Shovel is built for estimating tasks and planning them fully into the calendar. Giving students an initial estimate will help them plan better.

#### **Brief story:**

Our co-founder Petr still remembers his first college problem set. It took more than 10 hours which was a lot different than the problem sets he was used to in high school. Needless to say, he started way too late and stayed up all night to finish it.

### **Step 4: Include *Reading Source Name* AND *The Number of Pages* in the Task Name of your reading tasks**

#### **For example:**

Read: Chapter 4, Econ Textbook, [17 pages]



Read: Mitchell and Connors, Single Spaced PDF, [pp. 118-139]

Notice you can include either the total **number of pages** or the **page range**. Shovel will calculate the total number of pages by knowing the page range.

### Why do it?

Students almost never know how long their reading assignments will take because:

- A. They don't know what they will be reading from
- B. They don't know how many pages they need to read until they sit down and open their reading assignment

This creates a problem because students almost never leave themselves enough time to finish their readings. They start late, cut corners, and don't fully grasp the material.

### Shovel is built to calculate time needed for each reading task

Students can create reading sources inside Shovel and estimate how long one page of each reading source will take. For example:

- Math textbook: 7m/page
- Novel: 2m 30s/page
- Single Spaced PDF: 6m/page
- Double Spaced PDF: 3m/page

Now when students enter the number of pages for each reading task and link it to specific reading sources, Shovel can crunch the math to tell them how long each reading will take. NO MORE UNDERESTIMATING.



### Bonus:

Once students start doing their readings and tracking their time, they can adjust their time per page for all future readings from the same reading source with one click. Shovel will recalculate the time needed for each reading and they will always have accurate estimates.

### Examples of Different Tasks:

- Reading: Taleb (2001) pp. 51-61
- Paper: Business plan (draft) [04:00]
- Vlog: Personal introduction w/ editing [01:15]

## Step 5: Tell Your Students About Shovel In as Many Ways as Possible

### Why do it?

As we show [here](#), Shovel is a great tool for students for managing their time and their workload. It will help them stay organized and on track, giving you a better teaching experience.

And it is FREE for them!

### Share Your School's Specific Sign Up Page

Your school received a link where your students can sign up for Shovel. It looks something like this:



**[shovelapp.io/school-common-name](https://shovelapp.io/school-common-name)**

Please check the email you received from your administrators or check with them to make sure you are sharing the correct link with your students.

### How to do it?

The more channels you use to tell students about Shovel the better. People typically need to hear about something 8 times before they follow-through. We recommend to:

- Include the Shovel link your Syllabus
- Mention Shovel in class
- Include Shovel in your resources slide at the of of each class
- Email students about Shovel

### Thank you!

Our mission is to help every student achieve their full potential in school and in life and we believe that it starts with building strong time and workload management habits.

Thank you for believing in our mission. Once you tell your students about Shovel, we'll take it from there 😊.