

1. Record Nr.	UNINA9910781695503321
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Titolo	Managing online instructor workload [[electronic resource]] : strategies for finding balance and success // Simone C.O. Conceicao, Rosemary M. Lehman
Pubbl/distr/stampa	San Francisco, Calif., : Jossey-Bass, 2011
ISBN	1-118-07555-2 1-283-17608-4 9786613176080 1-118-07552-8
Edizione	[1st ed.]
Descrizione fisica	1 online resource (137 p.)
Collana	Jossey-Bass guides to online teaching and learning ; ; 33
Classificazione	EDU041000
Altri autori (Persone)	LehmanRosemary M. <1932->
Disciplina	371.33/4 371.3344678
Soggetti	Distance education - Computer-assisted instruction Teachers - Workload
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Managing Online Instructor Workload: Strategies for Finding Balance and Success; Contents; List of Tables and Figures; Preface; About the Authors; One: Issues and Challenges When Teaching Online; Institutional Issues and Challenges; Instructional Issues and Challenges; Our Study on Instructor Workload When Teaching Online; Summary; Two: Instructors' Stories for Balancing Workload; Co-teaching as a Strategy for Balancing Workload; Planning Ahead as a Way to Predict Workload; Giving Individual Feedback as a Workload Management Strategy; Managing Time, Rather Than Time Managing You Blocking Out Time for the Online CourseTeaching Online During Short Terms; Using Time Allocation Strategies When Teaching for Multiple Institutions; Teaching Online Exclusively from Home; Managing Workload Based on Years of Experience; Teaching Online for a Variety of Institutions; Cohort Program as a Time-Saver; Managing Similar Tasks When Designing for Multiple Courses; Teaching a Recurring Mixed-Mode Online Course; Managing Workload When Current Information Drives Content; Summary; Three: Looking at Workload

from a Design Perspective; Identifying Course Tasks

Why It Is Important to Use an Instructional Design ProcessDesign

Framework for Creating a Sense of Presence; Using a Template to

Manage Tasks and Prioritize Time; Summary; Four: Managing Tasks and

Prioritizing Time; Creating a New Online Course; Converting a Face-to-

Face Course; Revising an Existing Online Course; Summary; Five: Using

Workload Strategies for Maintaining Quality of Life; Design Strategies;

Support Strategies; Teaching Strategies; Time Allocation Strategies;

Summary; Six: Final Thoughts and Practical Implications for Balancing

Workload; Teaching from an Open Perspective

Adapting the Course DesignModifying Workload Strategies; Rethinking

How to Prioritize Time and Manage Workload; Practical Implications for

Balancing Workload; Glossary; References; Index

Sommario/riassunto

"A large number of institutions are now providing online programs, requiring instructors to change the way they think about teaching and master a distinct set of workload management skills. The first book to discuss workload management for online instructors, Managing Online Instructor Workload offers practical strategies, advice, and examples for how to prioritize, balance, and manage an online teaching workload. Based on surveys and interviews, the timely and comprehensive insight in this book is essential for online instructors, instructional designers, faculty developers and others involved in online learning"-- Provided by publisher.
