Course and Time Management Techniques

Concern	Instructor Response
Minimal or no participation on the part of one or more students due to information overload.	Personal contact to determine cause. Suggest setting a time daily to log on in order to read only. Print message from course site. Set two additional times per week to respond. Prepare responses in word processor and copy and paste to course site. Assist in management of outside reading for the course.
Information overload due to poorly managed or poorly organized information.	Make sure that students are posting to the appropriate discussion forums and correct if necessary to separate and organize material. Present outside reading in manageable amounts. If class is large, divide the group into smaller discussion groups. Establish time limits on discussion of topics (such as one or two weeks per topic)
Communication Anxiety	Personal contact to reassure student. Supportive response every time the student posts until anxiety is reduced. Ensure that the student is comfortable with the technology being used. Encourage preparation of posts in word processor and copy and paste into the course site rather than posting on the spot.

Source: Building Online Learning Communities, Rena M. Palloff, Keith Pratt, 2007