Checklist for sustainable online teaching

# Managing your time

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| **Task** | **Time frame (When? How long? Is it in your diary?)** |
| Responding to asynchronous online tasks | How long should you be spending on this? |
| Meeting students 1-1 for tutorials | (Is it during set, fixed, virtual office hours or on demand?) |
| Responding to class-related messages and emails | Consider dedicating a specific time for this. Creating specific folders in your inbox helps. |
| Planning online activities and content |  |
| Set specific time limits for tasks | e.g. how long a student should spend on an activity etc. |
| Set specific boundaries and deadlines for student input and interaction |  |
| Other? Add yours below |  |
|  |  |

# Communicating with students

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| --- | --- |
| **Question** | **When/how?** |
| Are your students clear about your availability during the module? |  |
| Are your students aware of your expectations of them and vice versa? |  |
| Are your students clear about when they can meet with you for tutorials? |  |
| Are your students in general mindful of your work/life balance choices, and do you prompt them to reflect on theirs? |  |
| Other (add yours here and below) |  |
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