

managing to answer all the emails and requests for one-on-one helps.

No TA experience. But managing labs online and giving individual feedback to students online will be a challenge and time-consuming activity

not letting short-term deadlines (like TA things) overtake my time (so that there is nothing left for longterm projects like research and thesis work)

Not having time for my own work on top of managing everything else, management online takes more time.

Amount of emails with questions that can be answered if students read instructions more clearly

Coming up with motivation or sectioning out time to do non urgent but important long term tasks

Designing Discussion groups to best engage students

No TA experience yet, but I imagine that questions may be asked by email more often than in class right now, and it would be very time consuming to answer all

Constant availability and notifications (emails, slack). I am an inbox zero type of person and having unread emails pile up, even on the weekend, ruins t-management goals.

emails + distractions

What is the biggest challenge you are facing with time management?

Workflow: taking longer to mark assignments/papers online due to the typing of comments and canvas being glitchy. Definitely prefer doing things by hand. I feel like I can get a point across better with written feedback vs. typing

Instead of having group grading, more individual gradings are on us.

Will spend longer time to explain some concepts which were easy to say in face-to-face circumstance, so time management wise everything will slow down.

I seem to spend an inordinate amount of time doing every task, so that I am working constantly but still not keeping up. I exceed my time estimates or limits. This is whether online or in person.

Using Zoom. Learning online tools.

What is the biggest challenge you are facing with time management?

Distractions around the house

Keeping on top of work and not treating work from home like a weekend

Managing information, assignments, contact, etc. spread across different online platforms. It takes more time to check different places and track things down.

No TA experience, but I struggle with managing procrastination (for some reason it's worse from home)

Answering math questions via email. It's very time consuming to write explanations in math language in the email compared to in-person verbal explanations at office

Making time for self care and setting aside time when I'm not available as a TA

Managing work-fun balance working from home can be difficult, starting to get the hang of it though after a month.

What is the biggest challenge you're facing with getting the workflow online?

being available all the time to answer questions

Managing information, assignments, contact, etc. spread across different online platforms. It takes more time to check different places and track things down.

Interacting online is not as effective sometimes. Face-face discussions are much faster.

Constant distractions (family members, technology issues), generally time is being broken up

technical difficulties / problems eat up a lot of time everytime they happen

Huge increase in number of emails and messages (overwhelming and things getting lost in the pile up)

Preparing online components for the labs.

Not being able to use body language

Face-to-face interactions are often more efficient, so more time is being spent communicating.

Getting into the new habits to check all the new online platforms, and also being expected to answer everything immediately

explaining math is a lot easier face to face with a piece of paper and a pen / blackboard

Time management whether online or in person is challenging in general. I do not find it more challenging online than in person, but have the same issues: exceeding time estimates and deadlines.

No TA experience, but I'd be interested in teaching a coding course and I imagine it would be difficult to manage helping all students that need troubleshooting in real time

In music, needing to guess what my students actually sound like to give proper instruction despite the lack of accurate information (submarine sounds and poor internet)

Less interaction with students, hard to assess their progress because I cannot see them in person.

marking a pile of homework by hand is more fluent than opening and saving files each time

Haven't started my position yet, but would imagine that having an in-person presence as a TA would be more beneficial overall for the students

Group 1

Problem stems from: switching to online platform

Record mini video clips for feedback/comments

[MathPix] an app that allows you to write an equation on paper and take a photo. The application will then translate it to Latex-supported format

Online office hours (via collaborate ultra) for real-time help-- either by appointment or drop in. TA can answer questions in the order they appear

Commenting on equations in homework is easy with a pen and paper, but really hard online, where a whole sentence needs to be written to explain what one little formula comment could do.

Group 2

Schedule more one-on-one time with students as a TA (if the class size allows for this) to be able to check in on how they are doing

Having polls and short quizzes to track progress perhaps more often than you would in class

Video/audio demonstration-assessment for performance-based courses

Learning new skills, such as recording, video editing to support music teaching

Difficult to assess studentss' progress because I cannot see them in person.

Depending on students preference, we could have one-one office hour, or small group of 4 or 5 office hour to save time

My main problem is I dont have any boundary in my work hours and I work a lot

Source of issue: lack of a cohesive platform. Information, questions, etc. spread across different platforms creates confusion + takes time

Solutions: stick to one platform for as much of workflow as possible. Include public/group questions to avoid individual back-and-forth for same questions

solutions cont. (for both issues): include a way for students to help each other in platforms for questions

You are trying to get into the habit of checking all the new online platforms, and also being expected to answer everything immediately.

Group 3

Source of issue/ barrier to overcome: students' and professors' expectations in terms of response times and availability

Solutions cont.: being firm in setting boundaries as a TA for scheduling and availability

Solutions: help students understand the situation we are facing as TAs working from home and ask for patience in email responses. Establish norms and include in the syllabus etc.

Professors should be part of explaining TA situation, boundaries on time and availability, etc. to students

Solutions: set up office hours and encourage students to save questions for then to avoid some of the constant emailing

Group 4.

You are constantly working, and at the end of the day, you have done nothing except work, and you still aren't finished all your tasks.

Solution- Deciding platform for online teaching (& waiting for faculty/departments/profs to decide as well), be in touch with instructor to clarify expectations given the online situation

**What barriers need to be overcome?
Uncertainty associated with platforms, expectations from instructors (same or different now?)**

**Stems from -
Inefficiency, lack of experience of using online tools, expectations for being able to get more work done, but things take longer online**

Solution: get continuous feedback from instructors & students.

**Group
5**

**Organize time
so you can
answer
questions in
one sitting.**

**You are having
trouble
understanding the
student's questions
and answering them
leads to more
questions, so you
are emailing
constantly.**

**Allocate
times for
online
meetings.**

**Designate
days where
students can
email their
questions.**

Group 6

**Issue stems from:
Issues with
Compartmentalization
(physical/temporal) of
various roles (student,
TA, family member,
parent)**

**Barrier: urgent tasks
and demands,
everything feels like
it needs to get done
right now and it's
overwhelming**

**olution: Stick
to certain
hours of the
day; treat your
TA position as
a job**

**Solution: Establish
boundaries for your
students: tell them
that you will only
answer emails
between certain
times of the day**

**You are
working at
home and
there are
constant
distractions.**

**Demonstrate
self-compassion!
Self-made deadlines
should be
guidelines only**

**solution:
spreadsheets to
account for TA
hours; Microsoft To
Do and
Pomodoneapp**

**Solution:
Setting goals
for the day so
that you don't
feel
overwhelmed**

**Invest in some
noise-cancelling
headphones!**