

JULY 20-24, 2020

TA INSTITUTE

JOIN US ONLINE



THE UNIVERSITY OF BRITISH COLUMBIA
Centre for Teaching, Learning and Technology

institute.ctlt.ubc.ca

TIME MANAGEMENT FOR ONLINE TAS

FRIDAY, JULY 24 | 2 - 3:30
P.M. | ZOOM



IMPORTANT NOTICE...

- We are offering advice from the perspective of graduate students at the university, and are not interpreting the TA Collective Agreement in this session.
- If you have any questions about the CUPE 2278 Collective Agreement as a TA, please contact your department Union Representative. If you're unsure who your Union Rep is, please contact CUPE 2278 directly at president@cupe2278.ca

MEET YOUR FACILITATORS! (AKA, WHY ARE WE QUALIFIED TO RUN THIS WORKSHOP?)

Reilly Ische, MSc.

- Full-time research position
- Part-time Facilitator at the CTLT
- Part-time Emergency Medical Responder
- TA
- Still have time to train for a half-marathon and takes courses!

Peter Grin, MSc.

- Full-time research - PhD candidate
- Part-time Facilitator at the CTLT
- Part-time Hockey Referee & Supervisor (>10 yrs)
- TA
- Still have time to ski in the winter, hike in the summer, go out with friends, etc!

AGENDA

1. Review of Zoom Features+ Group Guidelines
2. Tell us your challenges! On google Jamboard
3. Identifying your workload
4. Strategies for Time Management: Guidelines + Goal Setting
5. Breakout Sessions: Work together to solve the challenges
6. Review of challenges + resources
7. Applying it to your workload



Join Audio

Computer Audio Connected



Share Screen



Invite Others

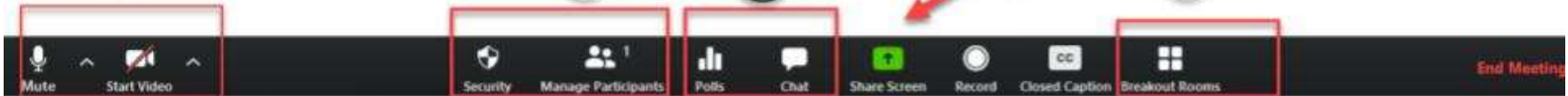
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④

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WORKSHOP OBJECTIVES



Set goals for TA work during the semester



Apply prioritization to balance your TA and research work



Apply scheduling techniques and resources to plan your TA work



Set online boundaries, by discovering expectations you have of yourself and students.

WORKSHOP GUIDELINES

WE'LL BE
HEADING OVER
TO GOOGLE
JAMBOARD!

WORKSHOP GUIDELINES



Why do guidelines?

They help set the expectations and clear misunderstandings

Guidelines built collaboratively will have more buy-in from everyone involved

Provide something to return back to when problems arise



Adapting guideline sessions in multiple online formats:

Online classroom - via group discussion (small group)

Using Canvas discussion group

Use a shared Google Doc (up to 50 contributors)

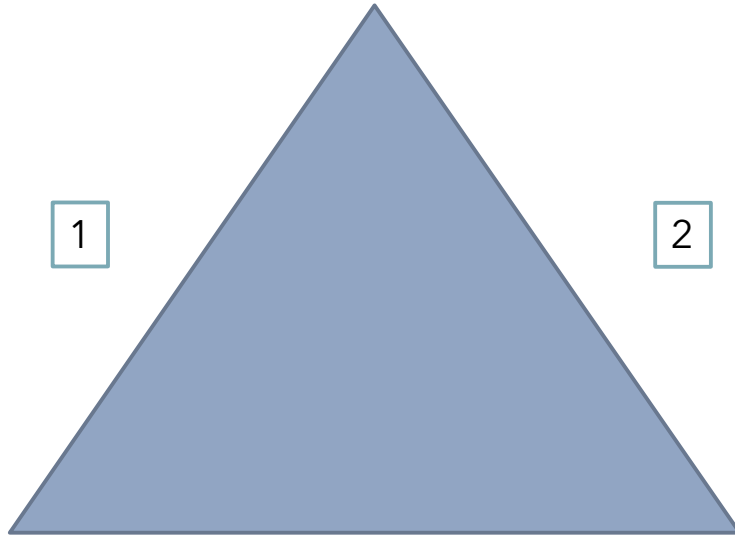


Teaching
Assistant

1

2

Instructor



Student

ON A PIECE OF PAPER/DOCUMENT...REFLECT ON YOUR OWN

Step 1: How many hours are you allotted for your TA position - across the Semester, per week, etc. (Ex. 12h/week)



Step 2: What tasks are involved in that position, and approximately how long do each of those tasks take. (1. Leading discussion group 1.5 h)

Step 3: What do you excel at and what do you need to work on?



Step 4: Can you identify any patterns?

GOAL SETTING



5 - DAILY



4 - WEEKLY



3 - MONTHLY



2 - ONCE A
SEMESTER



1 - NEVER

SMART GOALS

Element	Good Example	Poor Example
Objective (Specific)	Mark papers according to marking rubric that I have made.	Mark papers.
Measurable - How?	5 papers	Some papers
Attainable	By the end of the day	Within the hour
Relevant - how does it relate to bigger picture?	Deadline is the end of this week.	Prioritizing papers when quizzes need to be marked earlier.
Target Date	1 week in advance of actual deadline	Actual deadline

RETURNING TO CHALLENGES

Group	Discuss	Write out	Review
<p>Group Discussion on specific challenges you posted.</p>	<p>Each group will discuss if SMART goals can be made to overcome these, or if there are guidelines that could be written to prevent issues.</p>	<p>Write out possible solutions on the google word doc.</p> <p>(10 min)</p>	<p>Review as a large group.</p>

RESOURCES

For Managing Yourself

- To-do lists: Gmail, Wunderlist, Remember the Milk
- Procraster if procrastination is your issue

For Managing Students Online

- Slack (Group and Project Management software)
- Discussion boards for questions - allow peers to ask peers first
 - Piazza
- Establishing and conveying work hours

RE-WRITING OUR OWN GUIDELINES



Using the idea of group guidelines, what is one guideline you would write for yourself to help with time management?



What is one that you would write for your students?

EVALUATE YOUR OWN STRATEGIES

1. Do I know how much available time I have?
2. Do my supervisor and students know when I am available/unavailable.
3. Am I following my own time-blocks?
4. Have I scheduled contingency time?
5. Can I realistically complete the tasks in the allotted time? IF THE ANSWER IS NO?
 - ❖ Have I prioritized my tasks properly?
 - ❖ Am I doing proper goal setting?
 - ❖ Have I established the proper expectations with students?

Q&A SESSION











WE WANT YOUR FEEDBACK!

- Check out the Qualtrics link in the chat!

Participants (2)

- RI Reilly Ische (Co-host, me)   
- PG Peter Grin (Host)  

-  yes
-  no
-  go slower
-  go faster
-  more
-  clear all



A tooltip menu containing five blue icons: a thumbs up, a thumbs down, a hand with a lightning bolt, a coffee cup, and a clock.

- Invite
- Mute All
- Unmute All
- More ▾