



LESSONS LEARNED:
LOGISTICS & TIME
MANAGEMENT IN A
PANDEMIC...
CHANGES I'M MAKING BEFORE THE
NEXT TIME I TEACH

Micah Logan & Juliana Ortolani

Discussion Question 1: Logistics

Managing logistics can be a time-consuming process in teaching and it seems as though “logistics” have multiplied in the pandemic.

How have you managed these changes?

What has worked for you?

Where do you feel like you need help?

Discussion Question 2: Attendance

How did you track attendance in your online/hybrid/face-to-face classes this past fall?

Did you find it to be successful?

Will you make changes in the spring?

Ideas Shared

- Have an Attendance Policy
- Blackboard Attendance Tool
- Waiting Room feature for Zoom Meetings
- Entrance Ticket activities
- [Small Teaching](#) activities (James Lang)

Discussion Question 3: Quarantine

How did you track your quarantined students?

What were your expectations of these students?

Ideas shared

- Keep close communication with students
- Spreadsheet with detailed information of when students started quarantine, when it ended, activities on hold, etc.
- Maintain standards with flexibility – students still had to complete work, but flexibility with due dates

Discussion Question 4: Struggling Students

While meeting deadlines is an ever-present issue, it seems as though students really struggled this fall to keep up with everything.

Did you do anything differently in the fall to help students better navigate deadlines and just “keep up?”

What are your strategies for this spring?

Ideas Shared

- Post weekly reminders
- Open communication
- Flexibility with due dates as long as expectations and standards are maintained
- Formative activities for student engagement

Announcements:

- Mediasite has been updated...please check it!
- CITL Virtual Office Hours Jan 6, 7, 11, 12, & 13
<https://www.wku.edu/citl/online-hybrid-teaching/virtual-office-hours.php>
- 1/14 - Student Success Summit
- 1/15 - CITL Session: Revising Course Policies for Equity-Minded and Trauma-Informed Pedagogy: A Qualitative, Practical Approach