**Time Saving Tips for Instructors - Nicholas Bongers**

1. Technology
   1. Use http://passpack.com 100 free passwords to keep track of many passwords
   2. To manage and sort email use Gmail filters = Folder sorting, limited by features. Low volume - deal with it all at once.
   3. Use lecture capture & recorded lectures for common lessons.
   4. Time saving collaborative files: Use Google Drive (Docs) and share.
   5. To regulate students’ access to instructor, set 24 hour time limit on email responses, and 1 day for the weekend, or not available. Communicate to students to set realistic expectations.
   6. Write point software - scans documents for grammar and usage. Give you a more academic choice of words. Colors it in blue.
   7. Multiple choice exams save time in grading if they are sufficiently assessing outcomes.
2. Teaching
   1. To save time grading, grade papers, tests, and other work all in one sitting. Get in the zone.
   2. Use peer review to improve work prior to grading. Before work is due, like a research paper, peer review provides students feedback, improves work, makes things easier to grade
   3. Use forum to answer a question once to all. Follow-up questions, FAQs, and common questions in Q&A forums to prevent answering same questions redundantly. Can make videos for next semester. Use questions for cleaning up course in future
   4. Use virtual office hours to save student and instructors time. Saves the STUDENT time. Advisory board meetings. Use chat, linked Adobe connect, other synchronous tools.
   5. Syllabus – detailed instructions, grading, assignments, schedule, course material descriptions, rules and expectations.
   6. Putting contact information for tech support to prevent tech questions in email
   7. Conducting forums to incorporate student experience and not "canned answers" try not to waste time in forums with questions that don't have interpretive answers.