Time Management *Guide* for e-Learning Teachers

This guide is simply intended to support e-learning teachers in managing their time while teaching in an online environment.

This suggested guide does not imply an improved schedule. Always seek approval from Chair for current schedule.

Phase I - While Serving Students Online (see table on right):

Phase II - While Teaching Live Virtual Lessons to Increase Enrollments and Completions:

- up to 3 hours prep time to create a lesson, to be completed by following the guidelines on the Virtual Workshop page
- 1 hour to present each Elluminate lesson (approximately 3 lessons per week encouraged)
- Not to go over 20 hours (*total* reported to the College) without approval

Total Students Served	Work Hours	Required Completions	Required Enrollment	Required Meetings	Other
1.	5				
2.	5				
3.	5				
4.	5				
5.	5				
6.	5				
7.	5				
8.	5				
9.	5				
10.	5				
11.	5.5				
12.	6				
13.	6.5				
14.	7				
15.	7.5				
16.	8				
17.	8.5				
18.	9				
19.	9.5				
20.	10				
21.	10.5				
22.	11				
23.	11.5				
24.	12				
25.	12.5				
26.	13			1x/mo-Pd	First 2 weeks- 20 hours/ea to recruit students
27.	13.56				
28.	14				
29.	14.5				
30.	15				
31.	15.5				
32.	16				
33.	16.5				
34.	17				
35.	17.5				
36.	18				
37.	18.5				
38.	19				
39.	19.5				
40.	20				
41.	20				
42.	20				
43.	20				
44.	20				
45.	20				
46.	20				
47.	20				
48.	20				
49.	20				
50.	20				
51-65					

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