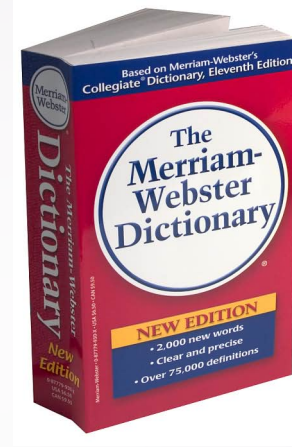




The Efficient Online Instructor

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Efficiency



- (1):** effective operation as measured by a comparison of production with cost
(as in energy, time, and money)
- (2):** the ratio of the useful energy delivered by a dynamic system to the energy
supplied to it

(Meriam Webster, 2019)

Thoroughly Study Your Standards of Evaluation



- What is expected of me?
- What level of achievement am I aiming for?
- What will this look like in my classroom?

Mise-en-Place

The system that makes kitchens go is called *mise-en-place*, or, literally, "put in place." It's a French phrase that means to gather and arrange the ingredients and tools needed for cooking" (Charnas, 2014).



What systems can I put in place beforehand to save time and avoid redundancy without compromising individual student experience?

Deep Work vs. Shallow Work

- **Deep Work:** “The activity of focusing without distraction on a cognitively demanding task”
- **Shallow Work:** “Anything that doesn’t require uninterrupted concentration”

“The ability to concentrate is a skill that you have to train if you expect to do it well”

(Herrera, 2019)

4 Efficient Strategies



1. Checklists and Systems
2. Resource Banks
3. Rubric Set-Up
4. Quick Parts

1. Checklists and Systems

- Weekly Tasks
- Daily Tasks
- Types of Posts
- Responses to Students
- Running List of Changes



2. Banks-Discussion

Week 4 Posts.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Calibri (Body) 10 A A Aa Font Paragraph Styles

Navigation

Search document

HEADINGS PAGES RESULTS

Week 4

- Week 4 Overview
 - Using SpellCheck to the Full... Formal Writing, J5
 - Scenarios-Problem Solve, W6
 - Perseverance, H3
 - Introductions and Conclusio... Evidence, R1
 - Feedback and Instructor Gui... In-Text Examples, R1, T3, S2
 - Rest Easy
 - Introduction Video to APA F... Database Search Tips
 - Being Informed, T3
- Faculty Feedback
 - Apostrophes, J7
 - Academic Evidence (insight)...
- Pathways, Ch. 13: Developing...
 - Making Details Specific (Exa...**
 - Having a Plan (Insight), Q4...
 - Transition Words, Y8
 - Spatial Order, V9
 - Verb and Pronoun Consiste...
 - Pronoun and Antecedent A...
 - Transitional Words (Text), T3
 - Checklists (text), R1

Making Details Specific (Examples, R1)

Great post, Brandon! I love that suggestion to make details specific and concrete. As I mentioned in a post last week, you want to make sure that you are on the same page as your reader. I mentioned the example: "Teaching has made me rich." (Ha, ha) And I mentioned that if I said that I made "a lot of money" that is very different than telling you my actual salary. If I told you my salary, some people might think that I made a lot of money, but most people would not think so.

Class, sometimes it is just a mindset shift to make sure that we use specific and concrete details. Let me provide you with an example:

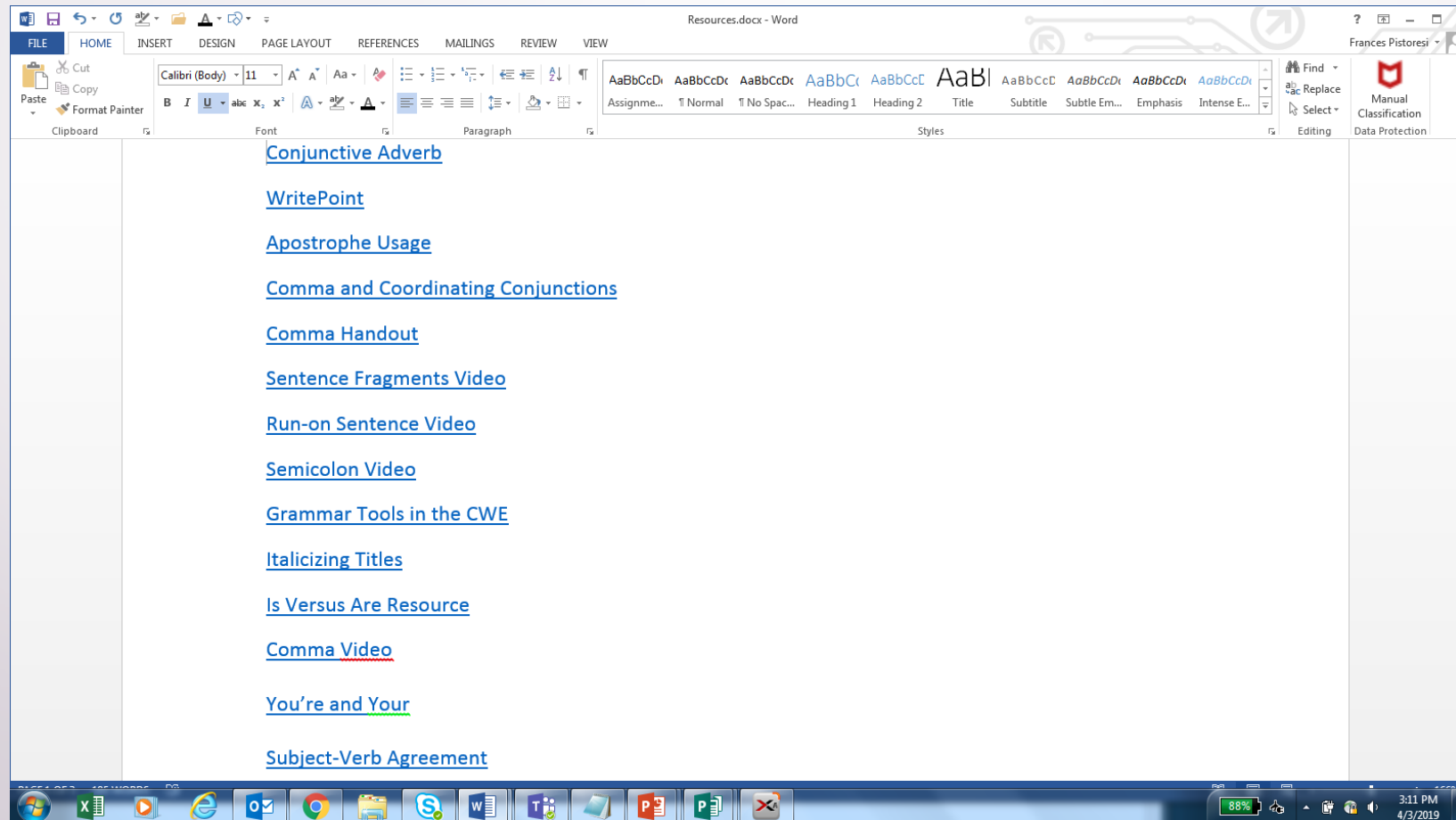
Vague: Many Senators voted for the bill.

Specific: 68 Senators voted for the bill.

Let's see if you can try to make these more specific. (Feel free to use your imagination.)

3:08 PM 4/3/2019

2. Banks- Resources



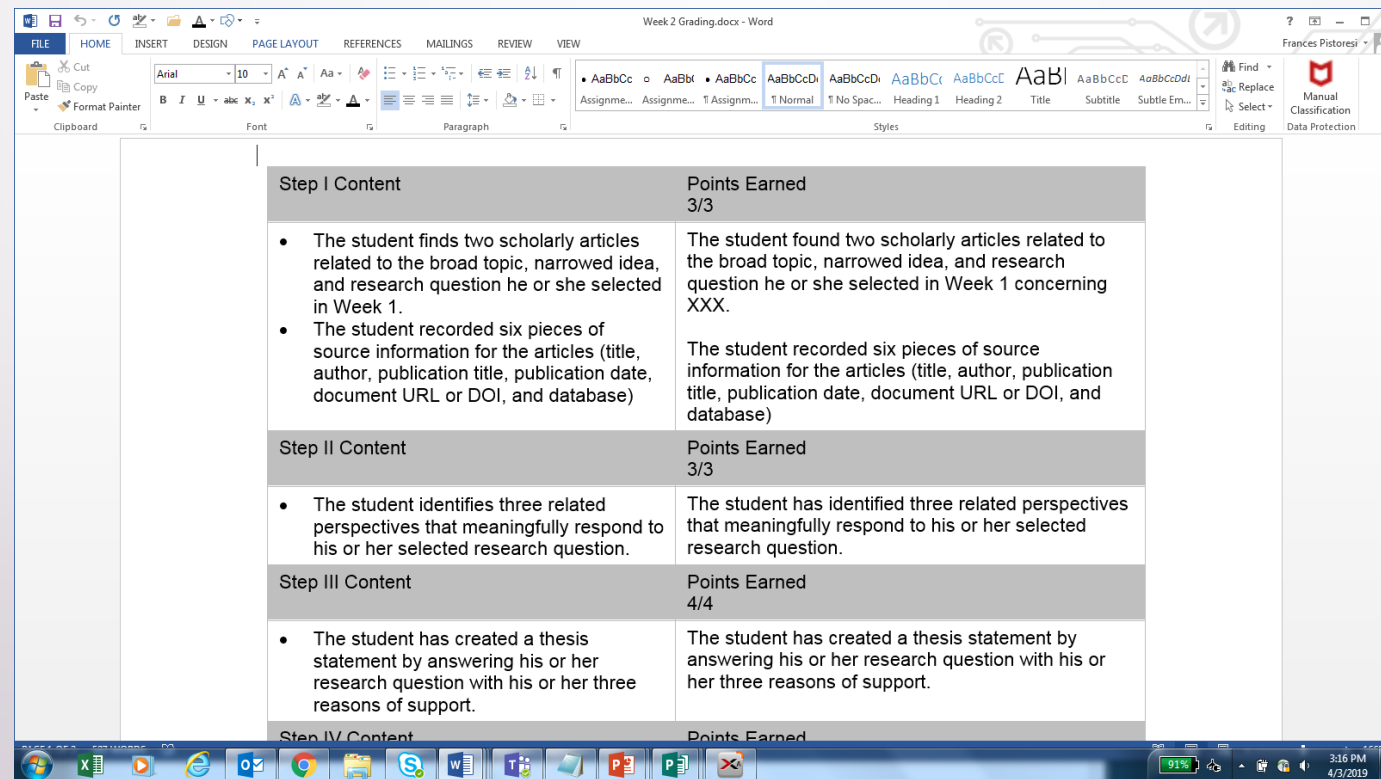
The screenshot shows a Microsoft Word document with the following content:

- [Conjunctive Adverb](#)
- [WritePoint](#)
- [Apostrophe Usage](#)
- [Comma and Coordinating Conjunctions](#)
- [Comma Handout](#)
- [Sentence Fragments Video](#)
- [Run-on Sentence Video](#)
- [Semicolon Video](#)
- [Grammar Tools in the CWE](#)
- [Italicizing Titles](#)
- [Is Versus Are Resource](#)
- [Comma Video](#)
- [You're and Your](#)
- [Subject-Verb Agreement](#)

The document interface includes the ribbon (FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW), font settings (Calibri (Body), 11), and a taskbar at the bottom showing the system clock as 3:11 PM on 4/3/2019.

3. Rubric Set-Up

How can you set up your rubrics to minimize time but maximize clarity and quality of feedback?



3. Rubric Set-Up-Part 2

Week 2 Grading.docx - Word

TABLE TOOLS

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DESIGN LAYOUT

Clipboard Font Paragraph Styles Editing Data Protection

Find Replace Select Manual Classification

Frances Pistoresi

Total Earned
X/15

Strengths: XX good work on Week 2's Assignment: Organizing Ideas Worksheet. You have done a great job finding two articles related to your topic of ZZ and clearly stating your stance and key points of support in your thesis. You topic sentences clearly align with the key points in your thesis. Bravo!

Areas of Improvement: Please make sure to have a third distinct point that answers your research question. This will be integrated into your thesis statement and become a topic for a body paragraph (topic sentence). Please see the more specific suggestions regarding this below your thesis statement and topic sentence drafts. Are you reviewing your work for spelling and mechanical errors before handing it in? I suggest doing so in order to put your best foot forward. The [Grammar Tools in the CWE](#) are great tools to use.

Looking Ahead: Please take a look at the comments, corrections, and extra resources for this assignment and let me know if you would like to discuss the feedback. Remember that your thesis statement in providing your stance and key points of support helps outline your argument. If you would like some more ideas on how to craft solid body paragraphs, check out the helpful video on [Claim-Evidence-Warrant](#) (linked in attached feedback). Please do not hesitate to contact me with questions or concerns. Keep up the great effort!

Extra Resources:
[Grammar Tools in the CWE](#)
[Thesis Statement](#)
[How a Thesis Statement Relates to Topic Sentence](#)
[Parallel Structure](#)
[Body Paragraphs](#)

93% 3:21 PM 4/3/2019

4. Quick Parts

When grading in Microsoft Word, you can save selections of text that you use repeatedly and access it with a few, quick key strokes.



4. Quick Parts-Step 1

This is how to use Quick Parts

Step 1: Insert

Step 2: Quick Parts

Step 3: AutoText

Step 4: Save Selection to AutoText Gallery

Document4 - Word

FILE HOME **INSERT** DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Cover Page, Blank Page, Page Break, Table, Pictures, Online Pictures, Shapes, SmartArt, Chart, Screenshot, My Apps, Wikipedia, Online Video, Hyperlink, Bookmark, Cross-reference, Comment, Header Footer, Page Number, Text Box, Quick Parts, WordArt, Drop Cap, Date & Time, Equation Symbol, Signature Line, Object

General

academic

academic evidence

align

all

AutoText

Document Property

Field...

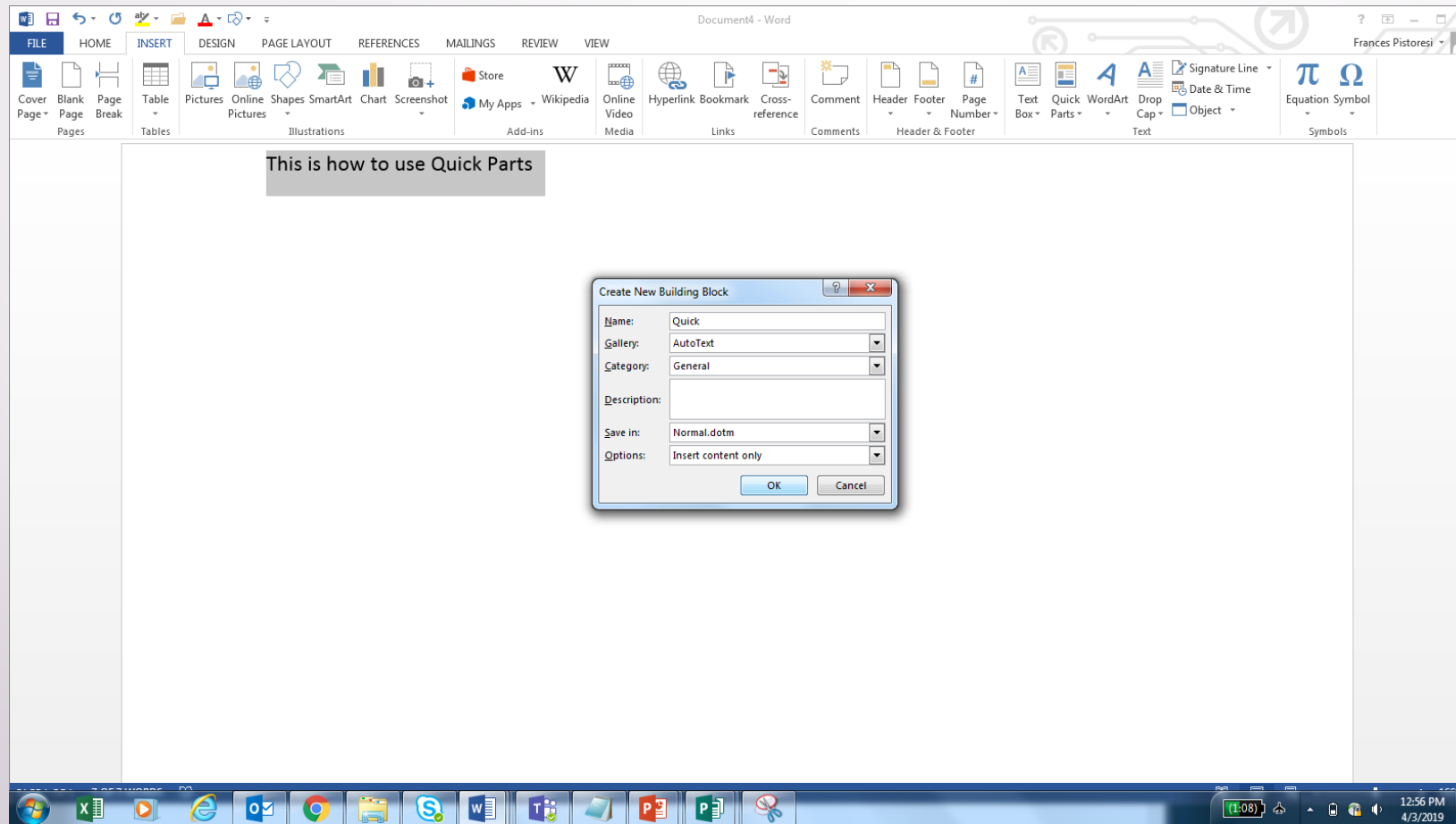
Building Blocks Organizer...

Save Selection to Quick Part Gallery...

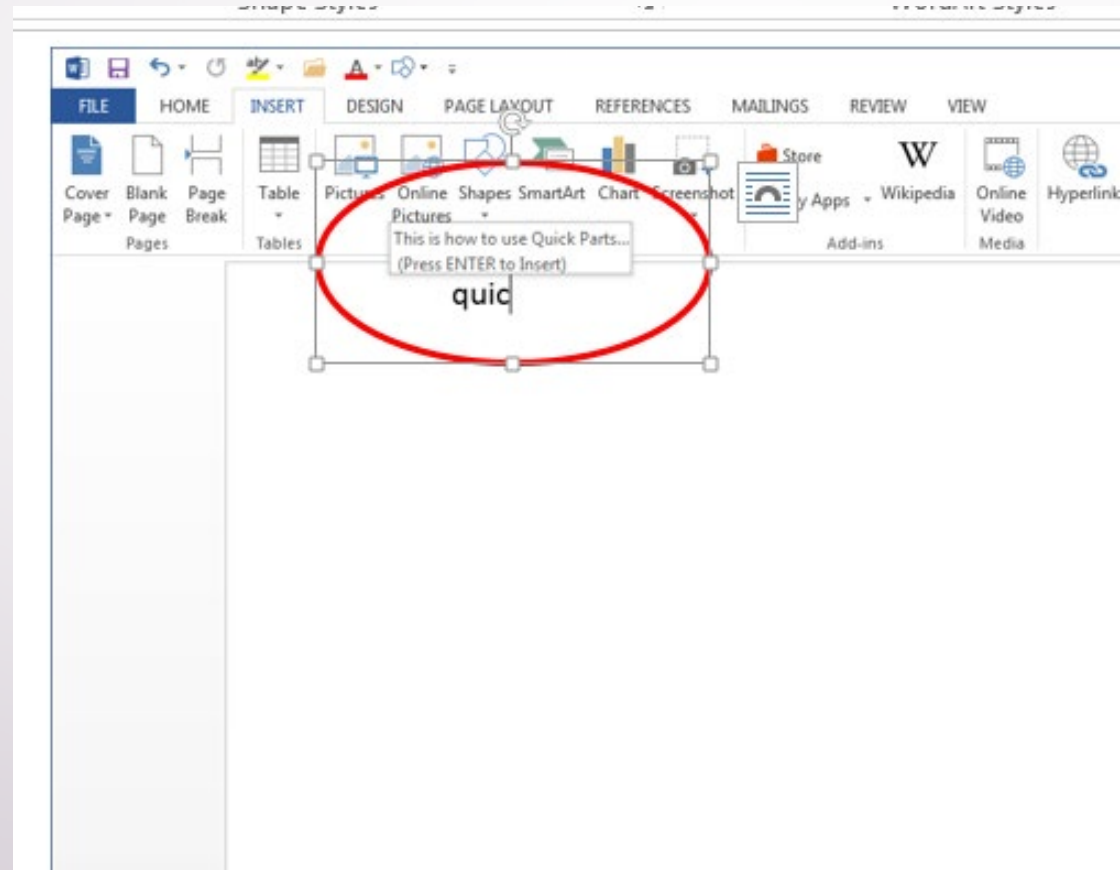
Save Selection to AutoText Gallery

12:47 PM 4/3/2019

Quick Parts- Step 2



Quick Parts-Step 3



In what applications could you use Quick Parts?

- Explanations
- Extra Resources
- Entire rubrics
- More...?



Comments and Questions

- What time-saving techniques do you use?
- What questions do you have?



References

- Charnas, D. (2014, August 11). For A More Ordered Life, Organize Like A Chef. *NPR*. Retrieved from <https://www.npr.org/sections/thesalt/2014/08/11/338850091/for-a-more-ordered-life-organize-like-a-chef>
- Herrera, T. (2019, January 13). How to actually, truly focus on what you are doing. *The New York Times*. Retrieved from <https://www.nytimes.com/2019/01/13/smarter-living/how-to-actually-truly-focus-on-what-youre-doing.html>