

Online Instructor Sample Course Management & Facilitation Schedule (10-12 hours per week)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM	Review & respond to email (15 min)	Review & Respond to email (15 min)	Review & Respond to email (15 min)	Review & Respond to email (15 min)	Review & Respond to email (15 min)		
8:00 AM							
9:00 AM							
10:00 AM						Review & respond to email (15 min)	Review & respond to email (15 min)
11:00 AM							
12:00 PM	Review Discussion Forums (20 min)		Review Discussion Forums (20 min)		Review Discussion Forums (20 min)		
1:00 PM							Grade assessments & provide feedback (2-3 hrs)
2:00 PM						Grade assessments & provide feedback (2-3 hrs)	
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM	Review & respond to email (15 min)	Review & respond to email (15 min)	Review & respond to email (15 min)	Review & respond to email (15 min)	Review & respond to email (15 min)		Review Discussion Forums (30 min)
8:00 PM		Review Discussion Forums (30 min)	Post midweek Announcement (due dates / encouragement) (10 min)	Weekly Office Hour (15-45 mins)			Compose and post a weekly summary Announcement (30 min)
9:00 PM				Review Discussion Forums (30 min)			
10:00 PM							