Managing the 24x7 Demands of Online Teaching and Research
Are you dealing with email fatigue? Is the 24x7 nature of online interaction getting you down?

Although online networks allow us to work, communicate, and connect at any time and nearly in any place, the constant pings of incoming messages with questions, requests, and even demands, can be draining and distracting.

In this presentation, I will share some lessoned learned about ways to address these new realities with students in online and face-to-face courses in order to manage expectations for their time and attention, as well as ours. I will also share effective ways I've found to work with my research collaborators in different time zones and countries. We will also look at specific ways to set up the back end of the technologies we use like platforms, apps, and email to give us a much needed reprieve from the constant onslaught. Time will be given for audience members to share their strategies as well.
Hello!

I am Dr. Anna Smith

You can find me at:

@anna_phd

http://developingwriters.org

School of Teaching & Learning
Demands

Let’s start by enumerating what is taxing about online teaching & research
Demands

- constant pings of incoming emails and messages across multiple platforms
- a power failure, a server issue, or a broken computer and/or piece of software
- grad students don’t often check ilstu email account
- receiving aggressive emails or managing tone
- don’t know when people have started or finished
- people mix up timezones
- trying to work both asynchronously & synchronously
- don’t know when there are tech problems until after they happen
- platform is hard to navigate for students or instructor
- being seen across social media and assumed to be available
Managing Expectations
Although online networks allow us to post and exchange messages at any time, I will be dedicating time and focus at least twice a week to interacting with members of the class about course content. If you send an email, please expect to wait *at least* 24 hours and/or a weekday for a response. It is likely that I will respond during the dedicated time, and not before.
It is your responsibility to check the course in ReggieNet on a regular basis. Please update your ilstu accounts or have your ilstu e-mail forwarded to your regularly used email.
Thank you for your email. Illinois State University will be back in session January 13, 2020. I will be checking email less frequently until that time. Thank you!
Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

- Automatic replies on
- Send replies only during a time period
  - Start time: 1/7/2020, 3:00 PM
  - End time: 1/12/2020, 11:30 PM
- Block my calendar for this period
- Automatically decline new invitations for events that occur during this period
- Decline and cancel my meetings during this period

Send automatic replies inside your organization

Thank you for your email. Illinois State University will be back in session January 13, 2020. I will be checking email less frequently until that time. Thank you!

Send replies outside your organization
- Send replies only to contacts

Thank you for your email. Illinois State University will be back in session January 13, 2020. I will be checking email less frequently until that time. Thank you!
Requests/Questions/Notifications
Course Questions

Our course site has a space to ask questions that apply to the course. Everyone is welcome to respond with answers. As the bank of questions and answers grows, you can check that space to see if your question has already been addressed.
Setting up in ReggieNet

This Forum space is to ask and answer questions about the course, assignments, and/or the technology tools being used. Anyone can answer. If you do provide an answer, please include where you found the information.

To Post a Question/Announcement
1. Click the *Start A New Conversation* tab
2. Add a *Title* and *Message*
3. Add any attachments, if relevant
4. Click the *Post* button on bottom left of window

To Reply to Question/Announcement
1. Click the *Reply* button
2. Add a *Title* and *Message*
3. Add any attachments, if relevant
4. Click the *Post* button on bottom left of window
Set up Outlook Folder

For messages from ReggieNet or other course platform or tool, set up a Rule to move the messages and mark them as Read to cut down on the number of pings.
Setting up in Outlook

- Favorites
- Folders
- Inbox

ReggieNet ...
- Drafts 9
- Sent Items
- Scheduled
- Deleted Items 212
- Junk Email
  - Archive
  - Conversation History
- isu admin

ReggieNet To Do ★

Filter ▾

This folder is empty
You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

**Add new rule**

- **For all messages from Illinois State University**
  If the message was received from ‘no-reply@reggienet.illinoisstate.edu’, mark the message as Read, move the message to folder ‘ReggieNet To Do’ and stop processing more rules on this message.

- **Forwarding**
  If a message arrives in my inbox, mark the message as Read, redirect the message to ‘asmith@nyu.edu’ and stop processing more rules on this message.

If your rules aren’t working, generate a report.
Settings

Mail

Rules

- Example

Add a condition

- From: reggienethelp@ilstu.edu <postmaster...>

Add another condition

Add an action

- Move to

Add another action

Add an exception

- Stop processing more rules

Folder options:

- 481/482
- sig
- writing
- 401
- 430

New folder:

- All folders
Stop processing more rules in Outlook on the web

Rules let you handle email messages based on a variety of different criteria. For example, you can move all messages from your manager into a folder, or immediately delete all messages from a pesky online shopping site.

Sometimes, you might set up several rules that could apply to a single message. If you created a rule to move all messages with a subject line of "Sales Report" to a folder, for example, and then created a second rule to delete all messages with attachments, you probably wouldn’t want a Sales Report email with an attachment to be deleted. If not, you can use the option **stop processing more rules** on the first rule.

Subsequent rules will be ignored, even if they apply to the message. Without this setting, every rule that applies to the message will run.

How does this work?

- **Stop processing more rules**: This option prevents additional rules from processing a message once one rule is applied.
- **Run rule now**: This option allows you to apply rules immediately without waiting for scheduled processing.
Pace with Multiple Collaborators
Recurring Working Meetings
Duplicate Meetings
Duplicate Meetings
Other solutions?!? Let’s share!