Ways to Make Your Teaching Life Easier

✓ Create a ‘hand-in’ folder and leave it on the table in front of the class. Tell students to hand in whatever they need to for homework, or in-class assignments at the end of class. Remind them only the first three weeks, after that tell them that is their responsibility. Saves class time.

✓ Create a ‘hand-back’ folder to hand back all student work. Give a large envelope to each student and have them write their name on it. Each week, everything handed back goes into their envelope, for privacy, and the envelopes go into the ‘hand-back folder’. Leave the folder in the classroom at least 15 minutes before class starts so students can get their own work. Saves class time.

✓ Arrive in class 15 minutes early to talk to students, answer questions on material you have handed back, and ‘warm up’ everyone, including yourself! Also gives you a chance to make sure everything you need is in the room.

✓ Have students “buddy-up” for class notes – perhaps in groups of three. They need to share email addresses and then agree if one misses class, the others will make a copy of class notes to give the person. Keeps students from contacting you for “class notes” if they miss class.

✓ Set up any quizzes or weekly homework assignments so that you throw out the lowest grade. If a student happens to miss a class for any reason, that becomes the lowest grade and does not hurt their grade for that part of the course. Saves doing make-ups!

✓ Use Blackboard to post the syllabus, assignments, handouts, etc. for the course. Remind students early and often that it is available, and that you will post handouts as you give them out in class, so they can download any given for a class they miss. Saves emails and calls to get lost course material.

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THE CENTER FOR TEACHING - ASNUNTUCK COMMUNITY COLLEGE
考虑在黑板上发布“取消课程的替代作业”并告知学生（甚至更好是在上课名单中标注）。如果课程因天气或其他原因取消，学生只需去课程页面完成该作业。这样，你就可以自动解决关于如何补课的时间管理问题。

定期在黑板上发布通知，并给学生阅读激励（每周测验5分，或该周作业10分）。这样可以让你轻松与班级沟通。

在学期开始时，列出所有重要作业、测试和其他需要完成大量工作的事情。在列出所有工作后，加入评估、备课、与学生会面等时间。将工作分散开来评估。

准时开始并准时结束——总是。明确说明这一点，并在课程开始和结束时有学生必须完成的活动（可能分组完成），你不会在其他时间提供。经常提醒学生，这是他们“课堂参与”成绩的重要部分，如果他们迟到或早退，这将影响他们的课程最终成绩。