

Source: University of Wisconsin - Milwaukee

Creation of Online Course Content

Activity	Description	Length of Time
Creating an "ideal" assignment	Providing students a model discussion response or analysis of short scenario	45 minutes
Creating a narrated PowerPoint from existing PowerPoint (12-15 slides)	12-15 slides	1 hour if no text script is produced; 2.5 hours if text script is also produced
Evaluating a major case analysis by small group (a PowerPoint of about 20 slides)	Includes use of a rubric and providing feedback online, returning the analysis and the rubric to the group's discussion board, recording points in the online gradebook	1 hour
Turning text chapter into V/O PowerPoint (12-15 slides)	Take rough notes on chapter, produce clean chapter outline with additional material from instructor, create PPT, add voiceover	2.5 hours
Creating a Camtasia (3 minute clip)	Storyboard, practice, create transcript (not including learn software, produce, upload to course	Depends on technical capabilities. If you know your software well and have a good idea of what you want to demonstrate, you should be able to produce a 3 minute screencast in about 30-40 minutes.

Grading Online Work

Activity	Description	Length of Time
1-minute response	ad each individual response, check-off, and aggregate responses for presentation to class	2 minutes per student plus 15-20 minutes to write aggregate report
minor (5%) template-based assignment posted to discussion forum	e.g., personal introduction, Web site evaluation, fieldwork debriefing – read and respond online, then send email to each student with grade and brief explanation keyed to template	2 minutes per student for initial online response, plus 2 minutes per student for emailing & explaining grade; 4 minutes per student overall
major (10-15%) template-based Web assignment posted to discussion forum	e.g., initial posting of 250-300 words + single response of 150 words – read and respond online, then send email to each student with grade and brief explanation keyed to template	5 minutes per student for initial reading and online response, plus 5 minutes per student for emailing & explaining grade; 10 minutes per student overall
2-3 page rubric-based paper	provide detailed feedback, return the paper and the rubric to the student, record points in the gradebook and file the corrected electronic version of the paper and the rubric in the student's folder (all performed online)	20 minutes per student
12-15 page paper submitted online	as above	45 minutes per student