

Course Title: Time Management in Elementary Classroom

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Portfolio Link: <https://christinamichel46.wixsite.com/christina-michel/time-management-in-elementary-classroom>

Executive Summary	<p>In a classroom with many children with various personalities, experiences and challenges, some teachers, especially with less experience inside classrooms may find it challenging to manage the session time to deliver the content, manage the classroom, and accomplish the objectives successfully. Therefore, teachers at entry level and those who face this challenge inside classrooms need a course to help them with practical tips and real-world scenarios to overcome that difficulty.</p>
Target Audience	<ul style="list-style-type: none">• New teachers at entry level• Experienced teachers with time management difficulties
Type of Course	Interactive Asynchronous Online Course
Learning Gap	<p>A part of classroom management is time management. New teachers, even those with good personal time management skills, need to learn how to manage the instruction time during sessions and distribute the elements of their lesson plans wisely.</p> <p>On the other hand, experienced teachers may have excellent planning skills and interesting classrooms but struggle to match the plan with the timeline which affects the whole process and accordingly the delivery of lessons and the teacher may find himself/ herself in a hurry or in a delay which affects the quality of instruction.</p> <p>Main issues like:</p> <ul style="list-style-type: none">○ Not completing the session as per plan○ Not giving each activity the adequate time due to hurry○ Lack of balance between classroom management and main instruction○ Lack of ability to build relationships with children due to difficulties in balancing time with instruction plan

Terminal Goal	By the end of the course, learners will be able to apply time management techniques in their classroom according to practical tips and activities and assess the results by the end of the term.
Learning Objectives	<p>By the end of this course, learners will be able to:</p> <ul style="list-style-type: none"> • define time management essential skills and techniques for an elementary classroom. • identify the key intrinsic and extrinsic obstacles that they face during instruction disrupting the time management process. • employ the time management techniques in the elementary classroom according to the practical skills offered in the course over an academic school term.
Instructional Strategies	<ul style="list-style-type: none"> • Introducing what time management is and why it is important. • Discussing how different elementary classrooms can be from other stages. • Case studies on situations in classrooms via storytelling • Presenting time management techniques considering the real-life situations mentioned and adding some more common situations. • Conclusion and brief on time management techniques to be considered.
Assessment Strategies	<ul style="list-style-type: none"> • Ongoing interactive questions to assess current knowledge and add to it. • Interactive activity reflecting on case studies. • Self-assessment at the end of the course.
Signature Assignment	<p>Learners are asked to create a weekly/ biweekly logbook to fill it out with:</p> <ul style="list-style-type: none"> • Challenging situations • How they used to deal with them • New techniques applied in the same situation (may be the same as previous) • Results observed. <p>The goal of this assessment is to review the progress of performance and change of behaviour towards similar situations over a time of a whole term.</p>

	This logbook is then shared among colleagues anonymously or discussed in groups for reflection, feedback and deciding the following step.
Resources	https://www.actitime.com/school-management-software/time-management-for-teachers https://thesimplyorganizedteacher.com/time-management-teachers/ https://busyteacher.org/15547-make-classroom-time-management-work-7-simple-ways.html https://onestopteachershop.com/2019/02/time-management-tips_teachers.html https://www.time-management-success.com/time-management-in-the-classroom.html https://www.educationsupport.org.uk/resources/for-individuals/guides/time-management-and-wellbeing-at-work/ https://www.clickvieweducation.com/blog/classroom-management/elementary-school https://www.youtube.com/watch?v=FlXwHnJ8JU&t=201s&ab_channel=Mrs.KatieinElementary
Instructional Design Model	ADDIE
Authoring Tools	Storyline Articulate, ChatGPT