



# EXTREME AUTOMATION

Take back your time; reduce stress; Teaching

# About me

- Instructor at UNM-V, UNM, and CNM
  - MA in English, Ph.D. Student in Rhetoric and Writing
  - Social Media coach in my spare time
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- Dedicated to anti-racist, anti-ableist pedagogy.
  - Specializing my research in digital media, second language writers, and writing program administration.





# Disclaimer

None of this advice is intended to replace your interaction with students. My goal is to help you automate some activities to help you:

- Refocus
- Take care of housekeeping
- Reduce stress
- Reclaim time



# WHAT DO YOU SPEND THE MOST TIME ON?

Type your answer in the chat →

Grading

Email

Feedback

Student conferences







# AUTOMATE STUDENT APPOINTMENTS

# Tool #1: You Can Book Me




- Primary Goal: Student sign up for office hours
- Secondary Goal #1: Remind students about appointments
- Secondary Goal #2: Reduce no-show appointments

## Anne Turner's UNM English Office Hours

Choose a time that works for you. Then come to the ZOOM meeting room (check your email for the link). DO NOT join the Google link.


 USA/Mountain
 

November 2020

[illegible]



# Great features

- Determine and display your availability
- Calendar syncing
- Automatic Zoom meetings created
- Reminder emails to students
- Reminder texts\* (optional with student phone number collection)
- Works with Google Calendar and Outlook (so far)


## Anne Turner's UNM English Office Hours

[← Choose a different time](#)

### Confirm Booking

Wednesday, November 11, 2020

**11:00 AM - 11:15 AM**

 US/Mountain

**First name** (Required)

**Last name**

**Email** (Required)

**What Class are You In? 1110, 1120, or 2120?** (Required)

Please choose ▼



I'm not a robot



reCAPTCHA  
[Privacy](#) - [Terms](#)

Invitation: test and Anne Turner's UNM English Office Hours @ Wed Nov 11, 2020 11...



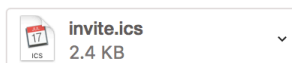
Google Calendar <calendar-notification@google.com> on behalf of  
annetiffanyturner@gmail.com

Optional: anneturner@unm.edu

Thursday, November 5, 2020 at 6:51 PM

📅 **Wednesday, November 11, 2020 at 11:00 AM - 11:15 AM.**  
<https://turner-office-hours-unm.youcanbook.me/zoom/LLIE-RJNZ-QYAJ>

✓ Accept   ? Tentative   ✕ Decline   ⌚ Propose New Time



📎 Download All   👁 Preview All

ⓘ Please respond.

⚠ This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC) Co...

[EXTERNAL]

You have been invited to the following event.

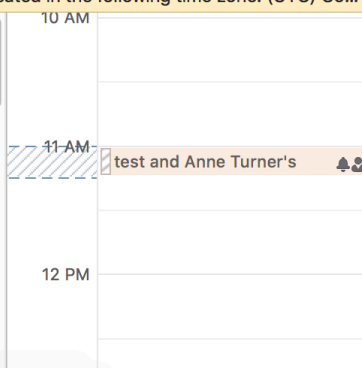
### test and Anne Turner's UNM English Office Hours

When Wed Nov 11, 2020 11am – 11:15am Mountain Time - Denver

Where <https://turner-office-hours-unm.youcanbook.me/zoom/LLIE-RJNZ-QYAJ> (map)

Calendar [anneturner@unm.edu](mailto:anneturner@unm.edu)

Who • [annetiffanyturner@gmail.com](mailto:annetiffanyturner@gmail.com) - organizer



[more details »](#)

Booking page: Anne Turner's UNM English Office Hours

Duration: 15 minutes

Booking reference: LLIE-RJNZ-QYAJ


You can join the Zoom Meeting here: [<https://turner-office-hours-unm.youcanbook.me/zoom/LLIE-RJNZ-QYAJ>](<https://turner-office-hours-unm.youcanbook.me/zoom/LLIE-RJNZ-QYAJ>)

First name: test

Last name: test

Email: [anneturner@unm.edu](mailto:anneturner@unm.edu)





REDUCE TIME  
RESPONDING TO  
EMAIL

# Tool #1: Auto-reply in Outlook

- Primary Goal: Reduce correspondence time
- Secondary Goal #1: Anticipate student needs
- Secondary Goal #2: Direct students to resources

Tools Window Help

Send & Receive ⌘K

IMAP Folders...

Out of Office...  
Public Folders...

Rules...  
Junk Email Preferences

Accounts...

Autoreply Settings

☒ Send automatic replies for account "UNM"

Reply once to each sender with:

Due to the increased workload that COVID-19 has created, I will respond within 24-48 hours (excluding weekends).

If you are a student, please read the following guidelines needed for a quick response from me:

-Your name (as it appears on Learn)

☒ Only send replies during this time period:

Start time: 8/21/2020 4:00 PM

End time: 12/18/2020 4:00 PM

☒ Also send replies to senders outside my organization

☐ Only to senders in my Contact list

☒ Send to all external senders

Reply once to each external sender with:

Due to the increased workload that COVID-19 has created, I will respond within 24-48 hours (excluding weekends).

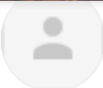
If you are a student, please read the following guidelines needed for a quick response from me:

Cancel OK



# Ideas for auto-reply

- Link to syllabus
- Link to office hour sign up
- Link to grade dispute form (more on this)
- Information for tech support
- Anything other item you might get multiple emails about from students



**Anne Turner** <anneturner@unm.edu>

Wed, Sep 23, 5:32 PM



to me ▾

Due to the increased workload that COVID-19 has created, I will respond within 24-48 hours (excluding weekends).

If you are a student, please read the following guidelines needed for a quick response from me:

- Your name (as it appears on Learn)
- The exact course and section number (EX: ENGL 2010-123)
- The exact name of the assignment your question is about
- The name of the Module and week the assignment is found in

Failure to supply this information to me will result in prolonged answer to your questions (up to a week). You may reply to this email with your request again and include the information above.

I will not accept assignments via email. Please upload all assignments to Learn. If you have having difficulties, contact Learn Support at 505-277-0857.  
Thank you!

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**Anne Turner, M.A. (she, her, hers)**

UNM Doctoral Student & Teaching Assistant

UNM-V Part-time Instructor

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The University of New Mexico

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1 University

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Email: [anneturner@unm.edu](mailto:anneturner@unm.edu)

Office hours: MW 11 a.m.-12 p.m. <https://turner-office-hours-unm.youcanbook.me>

Zoom: <https://us04web.zoom.us/j/5824406979> (email for password)



# AUTOMATE FEEDBACK

# Tool #1: Rubrics in Learn

- Primary Goal: Reduce feedback load
- Secondary Goal: Provide accurate student feedback

# Rubrics in Learn

Name Literacy Narrative			
Description			
Rubric Detail			
	Levels of Achievement		
Criteria	Novice	Competent	Proficient
<b>Content</b> Weight 80.00%	<b>50.00 %</b> Does not address the prompt at all; is off topic or not in the correct genre.	<b>80.00 %</b> Does not address the prompt fully.	<b>100.00 %</b> Tells the story of your writing experience Weaves your rhetorical choices of genre, audience, situation, and purpose into the narrative Includes sensory, situational, and emotional details
<b>Organization</b> Weight 10.00%	<b>50.00 %</b> Does not follow a narrative structure.	<b>80.00 %</b> Has a weak narrative structure. May include too much background information or unrelated content.	<b>100.00 %</b> Write a strong narrative that follows a narrative structure.
<b>Grammar &amp; Format</b> Weight 10.00%	<b>50.00 %</b> Is significantly underdeveloped and/or contains over 20 grammatical errors	<b>80.00 %</b> Story is cut short and underdeveloped--leading to a shorter paper with less depth. Makes less than 20 grammatical errors.	<b>100.00 %</b> As long as it needs to be to fully examine those details and intentional moves (no short papers—really dive into this) Approximately 3-4 pages. Uses excellent grammar with fewer than 10 mistakes.

# Tool #2: Feedback Spreadsheets

- Primary Goal: Create categories for student feedback
- Secondary Goal #1: Provide accurate feedback for students
- Secondary Goal #2: Increase instructor presence



[illegible]



# ORGANIZE STUDENT INFORMATION

# Tool #1: Google Forms

- Primary Goal: Organize information automatically
- Secondary Goal #1: Get information from students efficiently
- Secondary Goal #2: Increase instructor presence and response to issues

# Turner - English - Grade Discrepancies

Please fill this form out to report grade discrepancies. You must fill it out again for EACH discrepancy.

**\* Required**

Your name (as it appears on Learn) \*

Your answer

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Course you are enrolled in \*

- ☐ ENGL 1110
- ☐ ENGL 1120
- ☐ ENGL 2120

# Tool #2: Discussion Tracking Spreadsheets

- Primary Goal: Keep track of instructor comments to students
- Secondary Goal #1: Increase instructor presence

fx												
	A	B	C	D	E	F	G	H	I	J	K	L
2	<b>CLASS NAME</b>		<b>4/25</b>	<b>5/2</b>	<b>5/9</b>	<b>5/16</b>	<b>5/23</b>	<b>5/30</b>	<b>6/6</b>	<b>6/13</b>	<b>6/20</b>	<b>6/27</b>
3	<i>Teacher</i>		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
4	Test student 1		X		X		X					
5	Test student 2			X		X						
6	Test student 3		X				X					
7	Test student 4			X								
8	Test student 5		X		X							
9	Test student 6						X					
10	Test student 7		X									
11	Test student 8			X		X						
12	Test student 9		X									
13	Test student 10			X			X					



# Ideas for Data Collection

- Grade disputes
- Missing grades
- Revision request
- Organize groups
- Discussion tracking



# WHAT DO YOU NEED AUTOMATED?

Q & A