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

- 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.

<table>
<thead>
<tr>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<tbody>
<tr>
<td>07</td>
<td>08</td>
<td>09</td>
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<td>11</td>
<td>12</td>
<td>13</td>
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</tbody>
</table>
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

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
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: annetturner@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
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:
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
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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1 University
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Email: annettturner@unm.edu
Office hours: MW 11a.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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Levels of Achievement</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content Weight</strong></td>
<td>80.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>50.00 %</td>
<td>Does not address the prompt at all; is off topic or not in the correct genre.</td>
<td>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</td>
</tr>
<tr>
<td><strong>Organization Weight</strong></td>
<td>10.00%</td>
<td></td>
</tr>
<tr>
<td>50.00 %</td>
<td>Does not follow a narrative structure.</td>
<td>Write a strong narrative that follows a narrative structure.</td>
</tr>
<tr>
<td><strong>Grammar &amp; Format Weight</strong></td>
<td>10.00%</td>
<td></td>
</tr>
<tr>
<td>50.00 %</td>
<td>Is significantly underdeveloped and/or contains over 20 grammatical errors</td>
<td>Approximately 3-4 pages. Uses excellent grammar with fewer than 10 mistakes.</td>
</tr>
<tr>
<td>80.00 %</td>
<td>Story is cut short and underdeveloped—leading to a shorter paper with less depth. Makes less than 20 grammatical errors.</td>
<td>100.00 %</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th></th>
<th>1-A</th>
<th>1-B</th>
<th>1-C</th>
<th>2-A</th>
<th>2-B</th>
<th>2-C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>[Student Name], your comments were very thoughtful this week. Thank you for your participation.</td>
<td>[Student Name], your comments were very thoughtful this week, but we sure to leave 3 comments total. You are missing 1 comment.</td>
<td>[Student Name], your comment was very thoughtful this week, but we sure to leave 3 comments total. You are missing 2 comments.</td>
<td>Thank you for your excellent comments this week! Be sure to leave 1 more response next time.</td>
<td>Thank you for your excellent comment this week! Be sure to leave 2 more responses next time.</td>
<td>Thank you for your excellent comment this week! Be sure to leave 2 more responses next time.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Excellent Comment</strong></td>
<td><strong>Excellent Comment</strong></td>
<td><strong>Excellent Comment</strong></td>
<td><strong>Excellent Comment</strong></td>
<td><strong>Excellent Comment</strong></td>
<td><strong>Excellent Comment</strong></td>
</tr>
<tr>
<td>4</td>
<td>[Student Name], your comments were thoughtful this week. Thank you for your participation.</td>
<td>[Student Name], your comments were thoughtful this week, but we sure to leave 3 comments total. You are missing 1 comment.</td>
<td>[Student Name], your comments were thoughtful this week, but we sure to leave 3 comments total. You are missing 2 comments.</td>
<td>Thank you for your great comments this week! Be sure to leave 1 more response next time.</td>
<td>Thank you for your great comment this week Be sure to leave 2 more responses next time.</td>
<td>Thank you for your great comment this week Be sure to leave 2 more responses next time.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Adequate Comment</strong></td>
<td>[Student Name], thank you for your comments this week. I noticed that you did not write enough to meet the minimum requirement. Next week, be sure to be thorough and leave a substantial comment and response. You are missing 1 comment.</td>
<td>[Student Name], thank you for your comments this week. I noticed that you did not write enough to meet the minimum requirement. Next week, be sure to be thorough and leave a substantial comment and response. You are missing 2 responses.</td>
<td>Thank you for your comments this week. In the future, please leave more detail—we want to know more about what you think here! Be sure to leave 1 more response.</td>
<td>Thank you for your comments this week. In the future, please leave more detail—we want to know more about what you think here! Be sure to leave 2 more responses.</td>
<td>Thank you for your comments this week. In the future, please leave more detail—we want to know more about what you think here! Be sure to leave 2 more responses.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Less than Adequate Comment</strong></td>
<td>You did not leave any comments this week. Be sure to check in next week!</td>
<td>You did not leave any comments this week. Be sure to check in next week!</td>
<td>You did not leave any comments this week. Be sure to check in next week!</td>
<td>You did not leave any comments this week. Be sure to check in next week!</td>
<td>You did not leave any comments this week. Be sure to check in next week!</td>
</tr>
<tr>
<td></td>
<td><strong>No comment</strong></td>
<td><strong>No comment</strong></td>
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<td><strong>No comment</strong></td>
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<td><strong>No comment</strong></td>
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</tbody>
</table>
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

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
<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
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<tbody>
<tr>
<td>Teacher</td>
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<tr>
<td>Test student 1</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>Test student 2</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Test student 3</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Test student 4</td>
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<td></td>
<td></td>
<td>X</td>
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<td>Test student 5</td>
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<td></td>
<td>X</td>
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<tr>
<td>Test student 6</td>
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<td>X</td>
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<td>Test student 7</td>
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<td>X</td>
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<td>Test student 8</td>
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<td>X</td>
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Ideas for Data Collection

- Grade disputes
- Missing grades
- Revision request
- Organize groups
- Discussion tracking
WHAT DO YOU NEED AUTOMATED?

Q & A