

## Online Course Design – Instructional Time Calculation Worksheet

This calculation worksheet is designed to help you determine the instructional elements you wish to have in your online course so that it is equivalent to a face-to-face course. Per Baylor policy (BUAA-201), a typical three semester credit hour course should have approximately 135 hours of engaged learning time regardless of the semester length. The traditional calculation is:

1 hour of direct instruction + 2 hours of out of class time = 3 hours per one credit hour  
 3 hours of engaged learning \* 3 credit hours for a course = 9 hours  
 9 hours \* 15 units of engaged learning = **135 hours for the course**

*Note: During the fall/spring, a unit is essentially a week; in the summer it compresses.*



### Common Activities & Time Equivalency Estimates\*

Videos/Podcasts	1:1 ratio	Screencast demos, animations, quiz videos will vary
PPT Lecture Slides	2 min/slide	If it's a combined video/PPT use the video time
External Websites	3 min /page	The type of website may also be a factor
Book/Article Pages	3 min/page	Word counts are more precise but cumbersome
Discussions – posts	20 min /post	Time includes preparing to answer & writing it
Discussions – replies	10 min/post	Time includes reading peer responses & replying
Quiz/Exam prep	2 hour each	Factor in difficulty and amount of material
Quizzes/Exams	1 hour each	Midterm and Final exams may take longer
Interactive Tutorials	will vary	Wide range - simulations, games, multimedia, etc
Homework Exercises	1 hour each	You can gauge homework completion times best
Projects	will vary	Wide range – Tools, Processes, Programs, Designs
Presentations	will vary	Often even a short media talk requires much prep
Observations	1:1 ratio	Example - A student shadows a professional
Research Activities	will vary	Wide range - Conduct interviews, gather articles
Papers – writing	1.5 hours/page	Time includes steps such as outlines & editing
Feedback Review	10 min/assignment	This time is allotted to read faculty remarks
Technical Setups	10 min/instance	Examples - Tool installation, LMS orientation, etc
Exploration	30 min/topic	Time for students to ponder, experiment, & reflect
Collaborations	15 min/instance	Can be peer reviews, Q&A w/ instructor, etc.
Virtual Class Sessions	1:1 ration	Required live meetings need posted at registration

*\* There are many factors which can alter the estimated times – this chart is just a starting point! Sometimes an activity will fall across multiple modules; just put all the time in one module.*



## Example from “Introduction to Deaf Education”

### “Bilingual Literacy” Module

Watch Instructor Video for devotion / intro	5 minutes	5 min
Read Chapters 9 – 11 in Textbook	47 pages * 3 min /page	141 min
Review “Deaf Ed Literacy” Lecture PPT	23 slides * 2 min/slide	46 min
Review “Bi-Bi Why” Lecture PPT	15 slides * 2 min/slide	30 min
Watch inspirational Video “Late Language”	4 minutes	4 min
Read Article - “Unlocking the Curriculum”	35 pages * 3 min/page	105 min
Discussion post + a reply over Article above	20 min + 10 min reply	30 min
Search your phone app store for Deaf stories	downloads are optional	3 min
Visit the VL2 storybook app website	main page	3 min
Watch the “Shared Reading Project” video	3 minutes	3 min
Read the 15 principles of reading handout.	15 pages * 3 min/page	45 min
Exploration Time to Dig deeper, Find Ex, etc.	30 min for this topic	30 min
Project Prep – Visit ASL Storytelling Library URL	video book ex 5 min * 5	20 min
Project – Create an e-book for a Deaf child*	videos, story, production	4 ½ hours
Collaboration – Share/Watch e-books in forum	view others for 15 min est	15 min
Feedback Review from Instructor	e-book – 1 assignment	10 min

*\* Note: Tool learned in previous module*

Total Amount of time for Bilingual Literacy 760 minutes / 12.67 hours

*For this course, I have 10 modules plus a midterm and final to reach 135 total hours. I could teach it across a full semester or have multiple modules per week during summer.*



## A Student-friendly Version for Canvas

We recommend that you use Modules in Canvas. At the start of each module, it is helpful to have an overview page. That space is a great place to post estimated task times for your students help them organize their own time. The above module might be summarized as:

Watch instructional videos & visit app/website	½ hour
Read chapters & Articles	4 ½ hours
Review Lecture Notes (PPTs)	1 hour
Participate in the Discussion Forum	½ hour
Explore resources for ASL storytelling best practices	1 hour
Create your ebook project	4 ½ hours
Share your project with peers & review feedback	½ hour
<b>Total for the “Bilingual Literacy” Module</b>	<b>12 ½ hours</b>



## Example from “Ethical Leadership”

### “Business as a Calling” Module

Read Chapters 1 -3 in textbook	33 pages * 3 min/page	99 min
Review PPT lecture from Dr. Stanley	9 slides * 2 min/slide	18 min
Watch Sanders lecture video	30 minutes	30 min
Watch Mini lecture one video	11 minutes	11 min
Watch Mini lecture two video	9 minutes	9 min
Exploration and Review time	30 minutes	30 min
Discussion post + reply over ethics issues	20 min + 10 min reply	30 min
Complete Ethics Questionnaire	30 min	30 min
Write 1 page Ethics response	1.5 hours	90 min
Take quiz over chapters	30 min	30 min
<b>Total Amount of time for Business as a Calling</b>		<b>377 minutes / 6.28 hours</b>

*A special thanks to Dr. Charles Stanley for sharing this course module.*



## A Student-friendly Version for Canvas

The above module might be summarized as:

Watch instructional videos	1 hour
Read chapters	1 ½ hours
Review Lecture Notes (PPTs)	½ hour
Participate in the Discussion Forum	½ hour
Complete Ethics questionnaire & paper	2 hours
Review topic and explore on your own	½ hour
Take a quiz	½ hour
<b>Total for the “Business as a Calling” Module</b>	<b>6 ½ hours</b>



## Resources

Our guide is grounded in research and was shaped in part by documents created at Charleston Southern University, Loyola University, Oklahoma Christian University, the National Conference on Allied Health Education, American Public University System, and the Rochester Institute of Technology.



## Calculate Your On-line Course Hours

Print as many of copies of this page as you need to calculate each module in the class! If a type of activity does not apply to this module, just leave it blank. The line after the activity is for your notes such as the title of a video or project. Remember, you need 135 hours across all modules.

Module Name: \_\_\_\_\_

Videos/Podcasts \_\_\_\_\_ # of mins = \_\_\_\_\_

PPT Lecture Slides \_\_\_\_\_ # of slides \_\_\_\_\_ x 2 minutes = \_\_\_\_\_

External Websites \_\_\_\_\_ # of pages \_\_\_\_\_ x 3 minutes = \_\_\_\_\_

Book/Article Pages \_\_\_\_\_ # of pages \_\_\_\_\_ x 3 minutes = \_\_\_\_\_

Discussions – posts \_\_\_\_\_ # of posts \_\_\_\_\_ x 20 minutes = \_\_\_\_\_

Discussions – replies \_\_\_\_\_ # of posts \_\_\_\_\_ x 10 minutes = \_\_\_\_\_

Quiz/Exam prep \_\_\_\_\_ # of mins = \_\_\_\_\_

Quizzes/Exams \_\_\_\_\_ # of mins = \_\_\_\_\_

Interactive Tutorials \_\_\_\_\_ # of mins = \_\_\_\_\_

Homework Exercises \_\_\_\_\_ # of mins = \_\_\_\_\_

Projects \_\_\_\_\_ # of mins = \_\_\_\_\_

Presentations \_\_\_\_\_ # of mins = \_\_\_\_\_

Observations \_\_\_\_\_ # of mins = \_\_\_\_\_

Research Activities \_\_\_\_\_ # of mins = \_\_\_\_\_

Papers – writing \_\_\_\_\_ # of pages \_\_\_\_\_ x 90 minutes = \_\_\_\_\_

Feedback Review \_\_\_\_\_ # of reviews \_\_\_\_\_ x 10 minutes = \_\_\_\_\_

Technical Setups \_\_\_\_\_ # of setups \_\_\_\_\_ x 10 minutes = \_\_\_\_\_

Exploration \_\_\_\_\_ # of topics \_\_\_\_\_ x 30 minutes = \_\_\_\_\_

Collaborations \_\_\_\_\_ # of topics \_\_\_\_\_ x 15 minutes = \_\_\_\_\_

Virtual Class Meeting \_\_\_\_\_ # of mins = \_\_\_\_\_

Other \_\_\_\_\_ # of mins = \_\_\_\_\_

**TOTAL FOR THIS MODULE** \_\_\_\_\_