Bean Counting Template

Course & Semester: _____

Offered 100% online to _____ (number) students in _____ (year), _____ (course title) was facilitated by a teaching team of _____ (number): ____ (number) regular faculty members assisted by _____ (number/type such as adjuncts, GAs, etc.).

Tallies of interaction through E-mail

Total to + from instructor = _____ messages
Total to + from TA _____ messages

NOTE: these numbers do NOT reflect all e-mail activity; they merely reflect what was in e-mail folders at semester's end.

Top e-mail users:
(only from Instructor's folders)

Student #1 = _____	Student #7 = ____
Student #2 = _____	Student #8 = ____
Student #3 = _____	Student #9 = ____
Student #4 = _____	Student #10 = ____
Student #5 = _____	Student #11 = ____
Student #6 = _____	Student #12 = ____

Total for top 12 emailers = _____
Remaining ____ students combined = _____

Tallies of interaction in Blackboard

Total discussion posts = _____ .	
By type :	
Boards in Group Spaces	
Group 1	_____
Group 2	
Group 3	_____
Group 4	_____
Group 5	_____
Total	
Boards in Main Area	
Board #1	
Board #2	
Board #3	
Board #4	
Board #5	
Total	
Q&A Boards	
Q&A with Instructor	
Q&A with TA	
Total	
Practice board/water cooler	
Comments:	