# JHSPH Senior Teaching Assistant Virtual Classroom Checklist—Fall 2020

This is a Virtual Classroom Checklist for senior teaching assistants. The activities in this checklist may be carried out with the support of the Department’s Faculty Peer Teaching Mentor(s) and Senior Teaching Assistant(s). Note that other course activities should also be being carried out by faculty and any standard teaching assistant(s) as usual, such as creating a plan for online assessments, refreshing knowledge of virtual instructional technologies, and considering the mix of synchronous and asynchronous activities in the class, setting up the online library, eReserves, hiring TA’s, etc. This checklist is meant to focus on concrete tasks and topics relevant to moving to a virtual classroom approach, and topics that Faculty Peer Teaching Mentors and Senior TA’s can assist with. Please refer to the Fall Teaching Best Practices document and the Resources for the Virtual Classroom Approach webpage.

| Date completed | Responsibility | Timeframe / notes |
| --- | --- | --- |
|  | Ask faculty to add the Senior TA to CoursePlus as a “Course Coordinator.” |  |
|  | Confirm that the CoursePlus course website is set up. |  |
|  | Assist faculty as needed on lecture delivery format to create an outline of the course schedule (include any prerecorded lectures, Zoom sessions, group work, activities, assessments, etc.). |  |
|  | Assist faculty as needed to set up the course Schedule using the course outline. Include all required synchronous activities on the schedule and highlight that they are required in the event description.  Update the Schedule with all course activities, including assessments, lectures, office hours, etc. | The .01 courses are set to “Class Sessions” by default, but CTL recommends using the “Schedule Builder” version.  We recommend the use of Schedule Builder for ease of use for a variety of activity types. If your class currently uses the Class Sessions tool it is easy to switch to Schedule Builder within CoursePlus. |
|  | Confirm that the “Virtual Classroom Approach” section of the CoursePlus syllabus is set up and aligns with the Schedule page.   This section indicates the mix of synchronous and asynchronous sessions and any expectations regarding attendance at live synchronous activities. | Please do this as soon as possible to help students in their fall course selections. Knowing the extent and timing of synchronous activities is especially important for students in other time zones or with competing priorities, such as family or work obligations. |
|  | Confirm that the “Methods of Assessment” section of the CoursePlus syllabus is updated as needed for the Virtual Classroom Approach. |  |
|  | Assist faculty as needed to develop a communication plan and a schedule to implement it. | The communication plan may include a “Lecture 0” at the beginning of the term to introduce students to the course, as well as weekly emails with course updates. Note that these can be scheduled in advance in CoursePlus. |
|  | Confirm with faculty who will create the Zoom recurring meeting to use during scheduled class sessions, post the links, and post the recordings. | *For Schedule Builder*: add Zoom links in Page Builder activity pages  *For Class Sessions*: add in the Zoom link tool |
|  | Assist faculty as needed to create new quizzes or other assessments in CoursePlus. |  |
|  | Confirm discussion forum setup, including prompts, to engage students throughout the term. |  |
|  | Confirm Gradebook is set up and matches the Methods of Assessment. |  |
|  | Confirm Schedule is up to date. | Please pay particular attention to any required live synchronous events that are also listed on the Syllabus. |
|  | Determine a schedule to check in with faculty throughout the term to provide support as needed. |  |

## Further Resources

* [Resources for the Virtual Classroom Approach](https://my.jhsph.edu/sites/ctlt/Pages/resources.aspx)
* [CTL Teaching Assistantship Training Course](https://sites.google.com/site/ctltteachingtoolkit/teaching-assistants/ta-training)
* [CTL CoursePlus Technical Help Guide](https://ctl.jhsph.edu/help/views/cpGuide/faculty/!SSL!/Responsive_HTML5/index.htm#t=Index_1.htm)