



BSPH CENTER FOR
TEACHING AND LEARNING

Teaching Toolkit



JOHNS HOPKINS
BLOOMBERG SCHOOL
of PUBLIC HEALTH

CoursePlus Refresher

Term 3, AY23-24

This session will be recorded

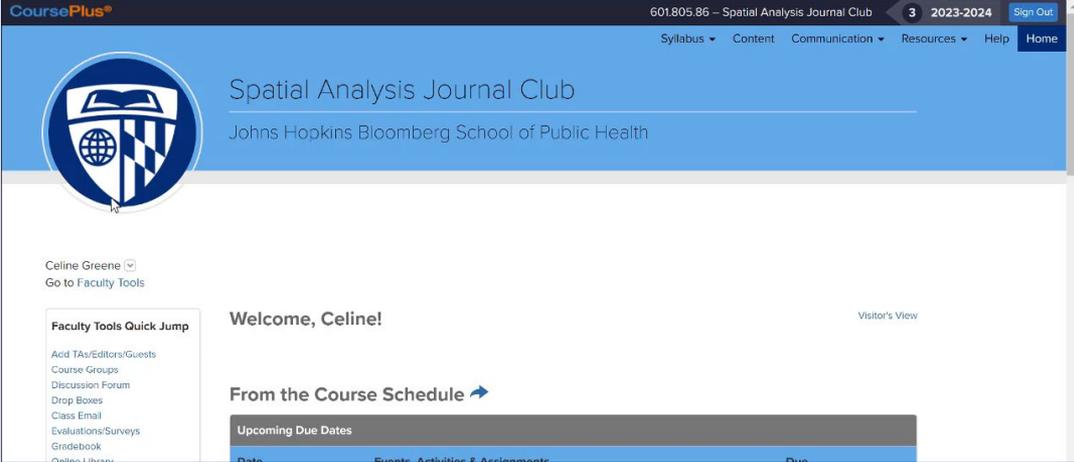
Today We Aim To...

- ▶ Review “need to know” CoursePlus (CP) tools and techniques
- ▶ Learn about CP updates
- ▶ Review CP FAQs
- ▶ Answer your remaining CP questions



Start with Faculty Tools

- Quickest way to get to other CoursePlus tools, including reports
- Allows easy navigation to Schedule Builder items
- May look different based on course format/modality



The screenshot shows the CoursePlus interface for the course "Spatial Analysis Journal Club" at Johns Hopkins Bloomberg School of Public Health. The user is logged in as Celine Greene. The interface includes a navigation menu with options like Syllabus, Content, Communication, Resources, Help, and Home. A "Faculty Tools Quick Jump" menu is visible, listing various tools such as Add TAs, Course Groups, Discussion Forum, Drop Boxes, Class Email, Evaluations, Gradebook, and Online Library. The main content area displays a welcome message and a section for "From the Course Schedule" with a link to "Upcoming Due Dates".



Review & Use Only the CoursePlus Syllabus

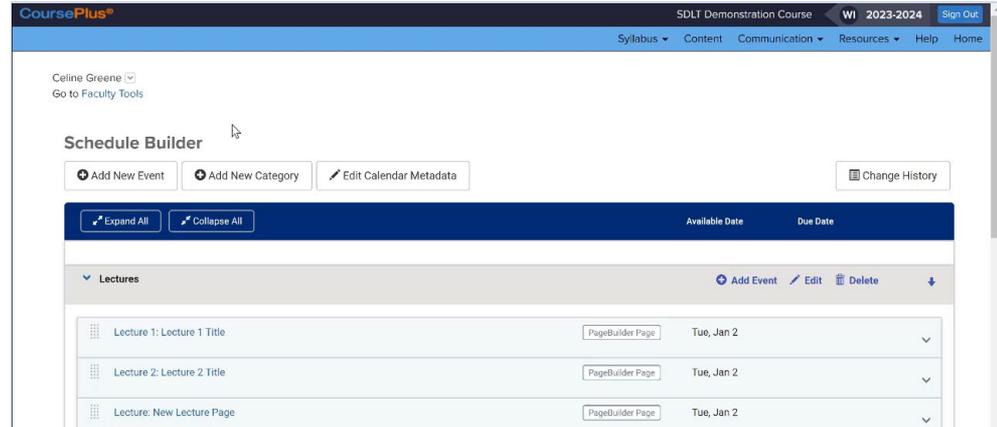
- ▶ The Syllabus is publicly available
- ▶ Printed to PDF, it will display:
 - ▶ Overview
 - ▶ Schedule
 - ▶ Objectives
- ▶ Section edits:
 - ▶ Some require approval
 - ▶ Some are not open text
 - ▶ Some can't be edited



The screenshot shows the CoursePlus interface for the course "601.805.86 - Spatial Analysis Journal Club" for the 2023-2024 term. The user is logged in as Celine Greene. The syllabus title is "Spatial Analysis Journal Club Syllabus". The course details include "601.805.86 | AY 2023 - 3rd Term | 2 Credit(s)", "Time: No time set.", "Location: No location set.", "Add Period: 01/22/2024 - 01/26/2024", and "Drop Period: 01/22/2024 - 02/02/2024". The interface includes buttons for "Print to PDF" and "History". Below the course details, there are sections for "Contact Information" (Faculty: Frank Curriero), "Course Description", and "New Section". The course description text is partially visible: "Involves reading and critically evaluating the application and interpretation of spatial statistical methodology in published public health literature. Focuses on understanding how the epidemiological/public health objectives translate into spatial statistical analyses. Includes outlines of literature reviews detailing spatial statistical methods and analyses that can be".

Know the Schedule Builder Options

- ▶ Displays modules (categories) and pacing of course activities as part of the syllabus
- ▶ Provides active navigation links for students
- ▶ Schedule Builder items include:
 - ▶ Type of resource
 - ▶ Access dates
 - ▶ Links to DropBox
 - ▶ Custom descriptions



The screenshot shows the CoursePlus interface for the 'SDLT Demonstration Course' in 'WI 2023-2024'. The user is logged in as 'Celine Greene'. The 'Schedule Builder' section is active, showing options to 'Add New Event', 'Add New Category', and 'Edit Calendar Metadata'. Below this, there are 'Expand All' and 'Collapse All' buttons. The main content area displays a table of 'Lectures' with columns for 'Available Date' and 'Due Date'. The table contains three rows: 'Lecture 1: Lecture 1 Title', 'Lecture 2: Lecture 2 Title', and 'Lecture: New Lecture Page', all with a 'PageBuilder Page' resource type and a 'Tue, Jan 2' due date. Each row has a dropdown arrow on the right. At the bottom right of the interface, there are two gear icons, one orange and one blue.

Consider the Activities & Assignments Options

Activities and Assignments

- Drop Box
- Quiz Generator
- Peer Assessments
- PathFinder
- Signup Sheets
- Gradebook

- ▶ Work with an ID for brainstorming
- ▶ Link to Schedule Builder events
- ▶ Need assistance?
 - ▶ See *CoursePlus Help Guide*
 - ▶ Ask CTL Help



Thinking about Group Activities? You're Covered!

Communication Tools

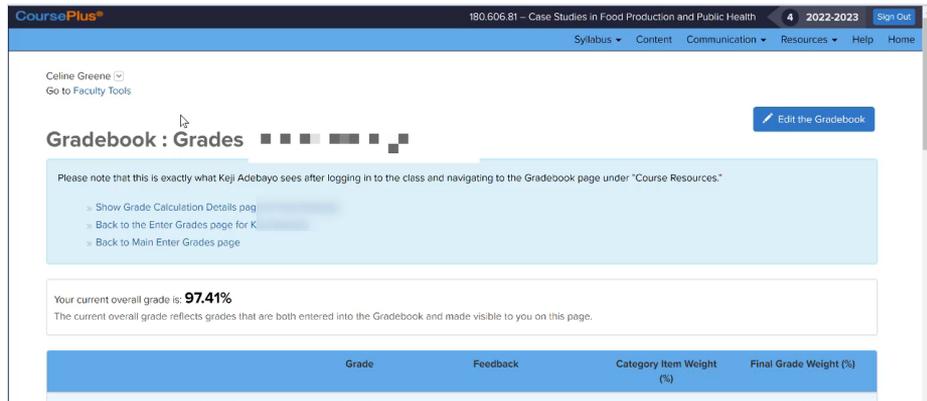
- Discussion Forum
- Class Email Tool
- Course Groups
- Lecture, LiveTalk Evaluations and Other Surveys
- Announcements
- Wikis

- ▶ Work with an ID for brainstorming:
 - ▶ Private Wikis
 - ▶ Private Discussion Forum Categories
 - ▶ Peer Assessments
- ▶ Establish groups and manage memberships via sign-up sheets, random assignment, or purposeful sorting
- ▶ Need assistance?
 - ▶ See *CoursePlus Help Guide*
 - ▶ Ask CTL Help



Double-check Your Gradebook

- ▶ Match the required “Methods of Assessment” Syllabus section
- ▶ Choose points or percentages
- ▶ Know the CoursePlus graded item types (activities) that can be synced
- ▶ Understand extra credit

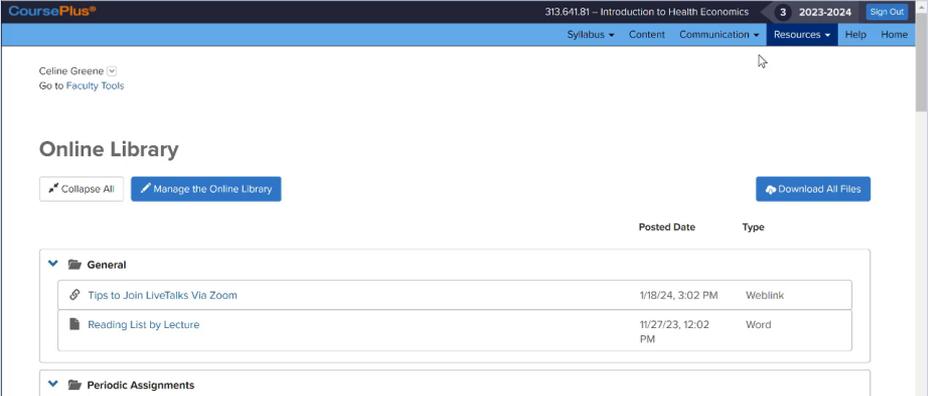


The screenshot displays the CoursePlus Gradebook interface. At the top, the user is identified as Celine Greene. The page title is "Gradebook : Grades". A blue button labeled "Edit the Gradebook" is visible in the top right. A light blue informational box contains the text: "Please note that this is exactly what Keji Adebayo sees after logging in to the class and navigating to the Gradebook page under 'Course Resources.'" Below this, there are three links: "Show Grade Calculation Details pag", "Back to the Enter Grades page for K", and "Back to Main Enter Grades page". A white box displays the user's current overall grade as 97.41%, with a note: "The current overall grade reflects grades that are both entered into the Gradebook and made visible to you on this page." At the bottom, a table header is visible with columns: "Grade", "Feedback", "Category Item Weight (%)", and "Final Grade Weight (%)".



Make the Online Library Useful for Students

- ▶ Display & Migration Options:
 - ▶ Date posted
 - ▶ Level of importance
 - ▶ Copy library from another course
- ▶ Organize items by:
 - ▶ Folders
 - ▶ Linked pages
 - ▶ Dates
- ▶ Before term always check:
 - ▶ Weblinks are still active
 - ▶ Files aren't outdated



The screenshot shows the CoursePlus interface for a course titled "313.641.81 - Introduction to Health Economics" for the 2023-2024 term. The user is logged in as Celine Greene. The "Online Library" section is active, displaying a table of resources. The table has columns for "Posted Date" and "Type".

	Posted Date	Type
General		
Tips to Join LiveTalks Via Zoom	1/18/24, 3:02 PM	Weblink
Reading List by Lecture	11/27/23, 12:02 PM	Word
Periodic Assignments		



Use CoursePlus Announcement & Email Tools to Communicate One-way

- ▶ Announcements options:
 - ▶ Schedule in advance
 - ▶ Display up to 7 days
- ▶ Email options:
 - ▶ Schedule in advance
 - ▶ Import from other offerings
 - ▶ Filter recipients
 - ▶ Display as announcements
 - ▶ Archive

Principles of Environmental Health

courseplus.jhu.edu/core/index.cfm/go/emb/email/courseofferingid/17134/emailid/0

180.669.61 - Principles of Environmental Health 1 2022-2023 Sign Out

Syllabus Content Communication Resources Help Home

Celine Greene
Go to Faculty Tools

Directory **Filters** View Class Email Archive

Send Message To:
Everyone

Select listed

- Acosta-Pecina, Tristan
- Ameglio, Isabella
- Berry, Allie
- Chatpar, Elizabeth
- Chen, Roger
- Cubillas Flores, Maria
- Deme, Samiksha
- Deng, Leon

From: celine.greene@jhu.edu

To:

CC:

External CC: c.greene@usmc.researcher@comprof1.com

Options:

- Display on the class email archive page
- Display as an announcement on course home page
- Send a copy to me
- I need technical support
- Enable Scheduled Delivery

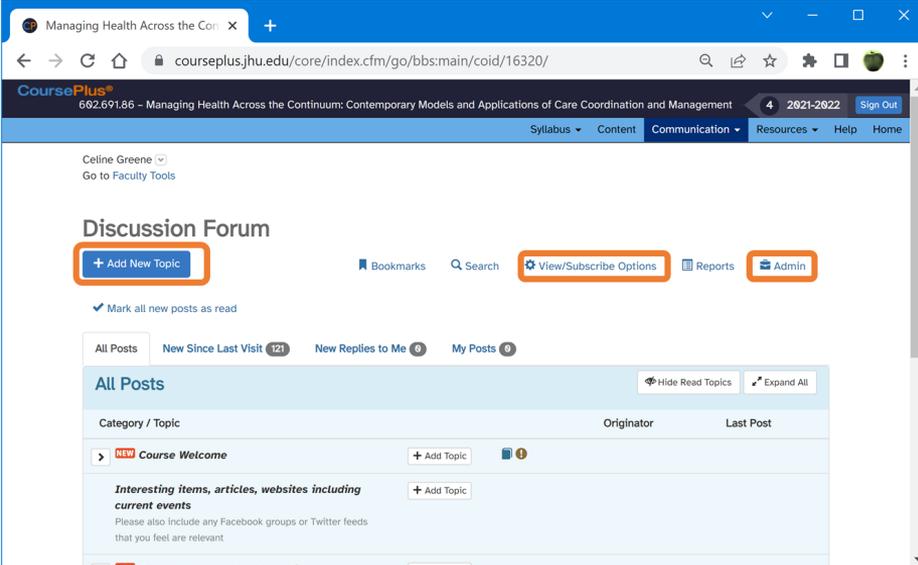
Subject:

Attachment(s): Browse... (Maximum 3 attachments)

Import Message from Last Offering: None

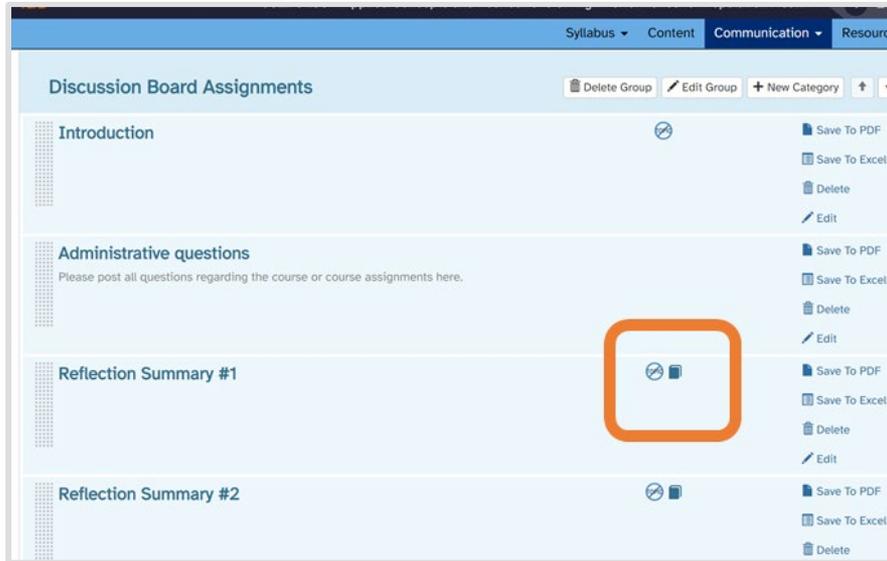
Use the Discussion Forum for Conversations

- ▶ Sort conversations by:
 - ▶ Topics (threaded conversations)
 - ▶ Categories (groups of topics)
 - ▶ Groups of Categories
- ▶ Set permissions including:
 - ▶ Post before viewing
 - ▶ Read-only
 - ▶ Private to student groups
 - ▶ Locked from students
- ▶ Link to Gradebook items from Gradebook



The screenshot shows a web browser window displaying the CoursePlus Discussion Forum. The browser address bar shows the URL: `courseplus.jhu.edu/core/index.cfm/go/bbs:main:coid/16320/`. The page header includes the CoursePlus logo and navigation links: Syllabus, Content, Communication, Resources, Help, and Home. The user is logged in as Celine Greene, with a "Go to Faculty Tools" link. The main heading is "Discussion Forum". Below the heading are several buttons: "+ Add New Topic" (highlighted with an orange box), "Bookmarks", "Search", "View/Subscribe Options" (highlighted with an orange box), "Reports", and "Admin" (highlighted with an orange box). There is a checkbox for "Mark all new posts as read". Below this are filters for "All Posts", "New Since Last Visit (121)", "New Replies to Me (0)", and "My Posts (0)". The main content area is titled "All Posts" and includes a table with columns for "Category / Topic", "Originator", and "Last Post". The first row shows a "NEW Course Welcome" topic with an "Add Topic" button. The second row shows a topic titled "Interesting items, articles, websites including current events" with an "Add Topic" button and a sub-note: "Please also include any Facebook groups or Twitter feeds that you feel are relevant".

Understand Discussion Forum Categories' Options



Icon	Meaning
	Read-only after a certain date.
	Hidden until a certain date.
	Locked - Only faculty, TA, and staff can read and post .
	Only faculty, TA, and staff can start a new topic .
	Students must Post Before Viewing .
	Students only have 15 min to edit or delete a post .
	Private (specific users) category.
	Category linked to Gradebook .

Take Interest in your Students' Activity

- ▶ Reporting features within the *Administrative Tools* section of Faculty Tools:
 - ▶ Course site access
 - ▶ Individual lecture/content access
 - ▶ LiveTalk attendance
 - ▶ Discussion forum activity

Administrative Tools

Site Administration:

- Add TAs, Editors, Guest Faculty, and Guests

Student Activity Reports:

- Lecture/Content Access
 - Access of individual lecture sections (Excel)
 - Access of Individual Course Pages by Each Student (Excel)
 - Cumulative student access information for each lecture section
 - Requests for lecture material ("hits") by time
- Emails sent to a student in this offering
- LiveTalk attendance
- Discussion Forum
 - Activity by each student
 - Who responded to each category/topic
 - Number of visits by each student
- Site Access
 - Number of visits to the course site by each student
 - Non-participating students in the past week

Outstanding Questions?

Please note in chat!



CoursePlus Updates

The screenshot shows a web browser window with the URL <https://courseplus.jhu.edu/core/index.cfm/go/home.mycourses/>. The page features a dark sidebar on the left with the following navigation items: My Courses (selected), Course List, Online Courses, Non-Catalog Courses, On-Demand Trainings, CoursePlus Guide, Edit My CoursePlus Account, Teaching Toolkit, TA Training, Blog, and Course Registration System. The main content area is titled "Hi Fiona!" and has two tabs: "My Courses" (active) and "My Calendar". Under "My Courses", there are four blue buttons with white text and right-pointing arrows, representing academic years: "Academic Year: 2023-2024", "Academic Year: 2022-2023", "Academic Year: 2021-2022", and "Academic Year: 2020-2021". Below these buttons is a section titled "Don't see the courses you registered for?" with a bulleted list of notes. To the right of the main content, there are two informational boxes: "The IOL Prerequisite" which explains that Introduction to Online Learning (IOL) is a prerequisite for all fully online courses and includes a "Register for this Class" button, and "Latest from the CTL Blog" which lists three recent blog posts.

CoursePlus® Sign Out Help

My Courses My Calendar

Academic Year: 2023-2024 ➤

Academic Year: 2022-2023 ➤

Academic Year: 2021-2022 ➤

Academic Year: 2020-2021 ➤

Hi Fiona!

Don't see the courses you registered for?

- Access to .80, .81, .83, .84, .86, and .89 section courses requires completion of Introduction to Online Learning.
- Most .41, .43, and .49 sections are merged into their .01, .13, or .11 section counterparts. This means that everyone in both a .01/.41, .13/.43, or .11/.49 section uses the same site in CoursePlus.
- Variable credit, special studies courses (xxx.840 courses) and lab sections are not listed here, even though you may be registered for one.

The IOL Prerequisite

Introduction to Online Learning (IOL) is a prerequisite for *all* fully online courses in CoursePlus.

[Register for this Class](#)

Latest from the CTL Blog

- View a History of Changes in the Online Library
- Who Is Your Course Instructional Designer?
- Meaningful Assessments in MOOCs



CoursePlus Start-of-term FAQs



Q: *Why are Students Unable to Access my Course?*

- ▶ On-campus, Blended, or Hybrid:
 - ▶ Is the course site set up?
 - *Search CTL HELP for “How to Set Up a CoursePlus Site”*
 - ▶ Is the course site made available to students?
 - *From Faculty Tools, choose “Make Available”*
- ▶ Is the student enrolled through the Student Information System (SIS)?

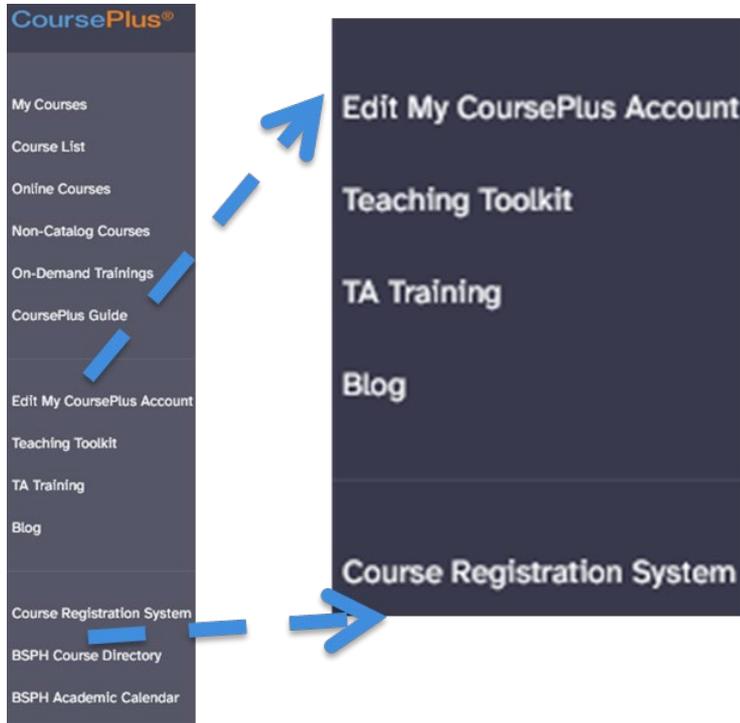


Site is **not available** to students.

Make available



Q: Why is a Student Showing as Enrolled through SIS, but is Not on my CoursePlus Roster?



- ▶ Did the student *just* register?
 - ▶ *Wait and check back later*
- ▶ Has the student signed into CoursePlus at least one time?
- ▶ Has the student added their JHED ID to their CoursePlus account?
 - ▶ *Search CTL HELP for “Add Your JHED ID to a CoursePlus Account”*



Q: How do I Edit my Contact Information on the Syllabus?

- ▶ **Faculty:** Have you updated your information in the BSPH Course System?
 - ▶ Log into <https://course.jhsph.edu/>

Edit Contacts

Section Title

Contact Information

+ New Contact Group (Faculty, Guest Faculty, TAs, Coordinators, etc.)

Faculty + New Contact

Brent Kim (bkim40@jh.edu) | H: 617-645-0480 | Office: 111
Marketplace, suite 840 | <https://clf.jhsph.edu/about-us/staff/brent-kim>

Keeve Nachman (knachman@jhu.edu) | Office: W7007 |
<https://publichealth.jhu.edu/faculty/2394/keeve-e-nachman>

Edit Contact:

This entry is pulled from the BSPH course system and cannot be changed.

Disable (hide) this contact from the syllabus

Save Cancel

Section Title

Contact Information

+ New Contact Group (Faculty, Guest Faculty, TAs, Coordinators, etc.)

Faculty + New Contact

Brent Kim (bkim40@jh.edu) | H: 617-645-0480 | Office: 111
Marketplace, suite 840 | <https://clf.jhsph.edu/about-us/staff/brent-kim>

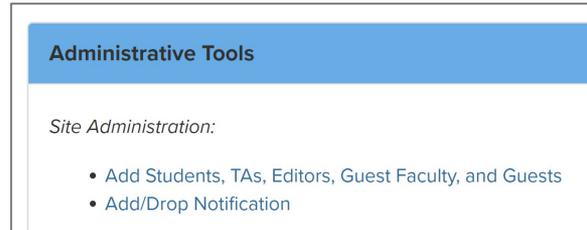
Keeve Nachman (knachman@jhu.edu) | Office: W7007 |
<https://publichealth.jhu.edu/faculty/2394/keeve-e-nachman>

Keeve Nachman(disabled) (knachman@jhu.edu)



Q: How Can I Give Someone Access to My Course Site?

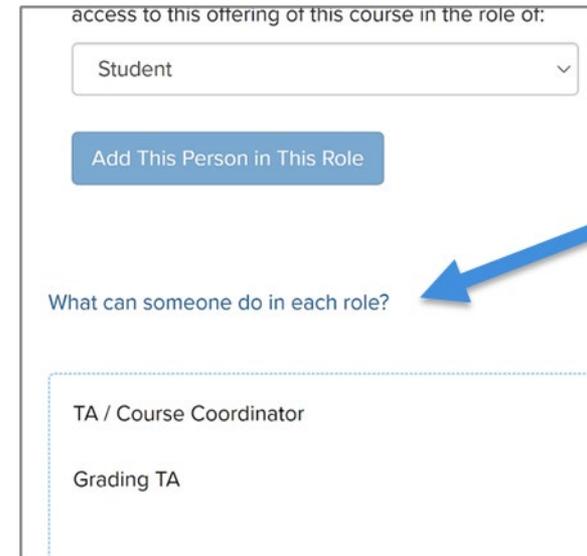
- ▶ Has the person logged into CoursePlus before?
 - ▶ *Ask them to log into CoursePlus*
- ▶ Is it a student?
 - ▶ *Determine the reason why they aren't enrolled via SIS before granting access.*
- ▶ Navigate to Faculty Tools and look for “Add Students, TAs, Editors, Guest Faculty, and Guests” under *Administrative Tools*



Administrative Tools

Site Administration:

- Add Students, TAs, Editors, Guest Faculty, and Guests
- Add/Drop Notification



access to this offering of this course in the role of:

Student

Add This Person in This Role

What can someone do in each role?

TA / Course Coordinator

Grading TA

Q: Where do I Share my Zoom Meeting Links?

- ▶ Office Hours:
 - ▶ Anywhere *but* the syllabus: standard course page, online library, or email
- ▶ Hybrid or Pivoted Class Session:
 - ▶ Standard course page
- ▶ Online:
 - ▶ Have you set up your LiveTalks?

CoursePlus®

CTL Exemplars and Best Practices 5 2023-2024 Sign Out

Syllabus Content Communication Resources Help Home

Fiona Shrek
Go to Faculty Tools

Edit This Page

Session Example

Course Page within an On-campus or Hybrid Course, Created for Online Session

Objectives

After listening to, viewing, and studying the materials on this page, you will be able to do the following:

1. Understand an alternative to displaying Zoom URLs publicly in CoursePlus
2. Understand what to include in a page for an online, synchronous class session that is not part of an online course

Rationale

All hybrid courses and, on occasion, on-campus courses will offer synchronous online class sessions over Zoom. *(Note that online courses use CoursePlus LiveTalks for any synchronous class sessions.)* The Zoom meeting links (the "join" URLs) should never be shared publicly. This means they should never be shared in the course syllabus, including any Schedule Builder text.

As such, the recommended practice is to create a **Page Builder page** linked to the Schedule Builder. This page should share the following information:

- General Zoom Information*, such as:
 - A link to the JHU student Zoom portal
 - Any expectations and/or rules of engagement
 - Where to access recordings
- The Zoom meeting link*
- Objectives for the class session/lecture
- Session information about class plans including activities, guest speakers, etc.
- Online Library (OL) items, which will include:
 - A link to the Zoom recording with transcript and, optionally, chat files *if you are not using a Panopto folder for storing the recordings***
 - Accessible lecture slides, if used
 - Readings
 - All other OL resources relevant to the session topic
- Any other pertinent Page Builder sections (e.g., Drop Box, Discussion Forum, etc.)

*The General Zoom information can be included in a custom "Coursewide section" of the Page Builder tool. The Zoom meeting link can appear in a "Page Specific" or Coursewide section, depending on whether or not the same meeting link will be used the entire term. (If you opt to use the same meeting link, the recommendation is you would make a coursewide section with that information.) [Learn more about Page Builder sections on the CTL Help site.](#)

**Panopto folders are often used for on-campus & hybrid classes. If you opt to use Panopto cloud storage for Zoom recordings, you will have to first have download from Zoom (if recording to the cloud) and then UPLOAD to Panopto.

NOTE: Zoom links for **Office Hours** or similar recurring meetings can appear on a **single Page Builder page** to be accessed throughout the term. This, too, should ideally be linked to the Schedule Builder. At a minimum, the page should include a single section with the Zoom meeting link.

General Zoom Information

It is recommended that all students use a JHU Blue Jays Zoom account to virtually participate in our live, synchronous sessions. Information about creating and using your free JHU Zoom account can be found on the [JHU Zoom for Students site](#). You are expected to have the full Zoom client -- which allows for greater interaction than the web or mobile client -- downloaded and installed, plus be updated to the latest version of Zoom prior to class. Additionally, you should familiarize yourself with Zoom's reactions and follow our recommendations for participation during our sessions:

- Turn on your webcam video to better engage with your peers, faculty, and guest lecturers. (We understand this may be hindered by bandwidth or other factors, but we encourage you to use video if it you can.)
- Make your microphone when joining the meeting, unmuting only when you are asked or given permission to speak.
- Use the meeting's chat or raise your (virtual) hand to contribute to the conversation.
- Communicate directly with the TA, meeting host, or co-host using Zoom chat with any tech-related questions.

Zoom Meeting Link

The Zoom meeting will open to students approximately 5 minutes prior to our scheduled class time. [Click to Join Meeting](#) or use the following information:

Meeting ID: 912 5819 6477

Password: 832285

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Q: Why Haven't You Answered my Question?

Outstanding
Questions?

Please use Q & A



How Did we Do? 3-Minute Workshop Evaluation

<https://forms.office.com/r/65fB27dUEG>

BSPH CTL Toolkit Workshop
Evaluation



More Questions?

ctltoolkit.com
ctl.jhsph.edu/blog
ctlhelp@jhu.edu
<https://ctl-help.zendesk.com/hc/en-us>

