



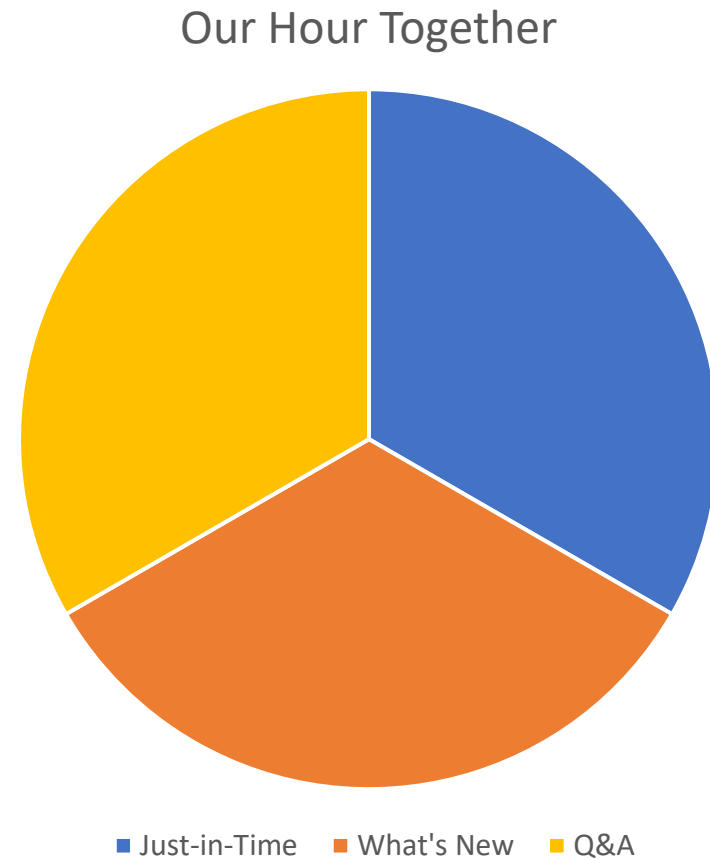
CoursePlus Refresher

Term 4, AY2023-2024

THIS SESSION IS BEING RECORDED!

Overview of Today's Workshop

- Need to Know CoursePlus Tools:
Just-in-time for Term's Start
- What's New in CoursePlus
- Open Q & A



Need to Know CoursePlus Tools: Just-in-time for Term's Start

Faculty Tools

This screenshot shows the Faculty Tools interface for course 340.654.81. The browser address bar shows the URL: `courseplus.jhu.edu/core/index.cfm/go/factools:factools.main/coID/17089/`. The CoursePlus header includes the course title "340.654.81 - Epidemiology and Natural History of Human Viral Infections", the semester "2022-2023", and a "Sign Out" button. The navigation menu contains "Syllabus", "Content", "Communication", "Resources", "Help", and "Home".

The user is identified as "Celine Greene" with a "Go to Faculty Tools" link. A "CoursePlus Guide" button is visible in the top right.

Faculty Tools

Navigation Tools

Introduction

- Introduction
 - Welcome to the Course
- Instructions
 - LiveTalk Presentations
- Instructions
 - Final Paper

LiveTalks

- LiveTalk #1

Activities and Assignments

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

Content Tools

Course Content:

This screenshot shows the Faculty Tools interface for course 140.646.01. The browser address bar shows the URL: `courseplus.jhu.edu/core/index.cfm/go/factools:factools.main/coID/17137`. The CoursePlus header includes the course title "140.646.01 - Essentials of Probability and Statistical Inference I: Probability", the semester "2022-2023", and a "Sign Out" button. The navigation menu contains "Syllabus", "Content", "Communication", "Resources", "Help", and "Home".

The user is identified as "Celine Greene" with a "Go to Faculty Tools" link. A "CoursePlus Guide" button is visible in the top right.

A green status bar indicates: "Site is **available** to students." with a "Make unavailable" button.

Faculty Tools

Activities and Assignments

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

Content Tools

Administrative Tools

Site Administration:

- Add TAs, Editors, Guest Faculty, and Guests

Student Activity Reports:

- Emails sent to a student in this offering
- Class attendance
- Discussion Forum
 - Activity by each student
 - Who responded to each category/topic
 - Number of visits by each student

Syllabus Builder – 1

The screenshot shows a web browser window with the URL `courseplus.jhu.edu/core/index.cfm/go/syl:syl.admin.view/coid/17089/`. The page header includes the CoursePlus logo, course ID `340.654.81`, course title `Epidemiology and Natural History of Human Viral Infections`, term `1 2022-2023`, and a `Sign Out` button. A navigation menu contains `Syllabus`, `Content`, `Communication`, `Resources`, `Help`, and `Home`. The user `Celine Greene` is logged in, with a `Go to Faculty Tools` link. The main heading is `Epidemiology and Natural History of Human Viral Infections Syllabus`. Below it, course details are listed: `340.654.81 | AY 2022 - 1st Term | 6 Credit(s)`, `Time: No time set. Location: No location set.`, `Status of Your Changes in the Course System: Active`, and `Add Period: 08/29/2022 - 09/02/2022 | Drop Period: 08/29/2022 - 09/09/2022`. A toolbar includes `Collapse All Content`, `Reorder Sections`, and `+ New Section`. Two buttons, `Print to PDF` and `History`, are highlighted with an orange box. The `Primary Teaching Team` section lists `Faculty: Homayoon Farzadegan (hfarzad1@jhu.edu)` and `Teaching Assistants: Chelsea Lutz (clutz8@jhu.edu) | Office: Please email me to schedule a Zoom meeting`. The `Course Description` section is partially visible, starting with `Emphasizes biology, epidemiology and pathogenesis of diseases caused by human viruses.`

Syllabus Builder – 2

Collapse All Content

Reorder Sections

+ New Section

+ New Custom Section

Required

+ Required Text(s)

Recommended

+ Exam Dates

+ Tracking of Your Activity When Taking Online Quizzes/Exams in CoursePlus

+ Use of In-Class Recordings

Sort Sections X

Save Order

Click and drag on the handle (≡) to reorder items.

- Contact Information
- Course Description
- Why Take This Course
- Course Learning Objectives
- Intended Audience
- Prerequisites
- Course Format




Syllabus Builder – 3

 **Methods of Assessment** Last Edited on: 8/03/2022 9:13 AM  

Module Assessments (20%), LiveTalk group presentation (20%), final paper (40%), overall course participation (lectures and LiveTalk attendance) (20%)



! Your changes are now pending approval in the course system.
Changes were sent on 8/15/2022 1:08 PM by Celine Greene
If you have questions about this process, please contact your departmental Academic Coordinator.


 Collapse All Content  Reorder Sections  **New Section**

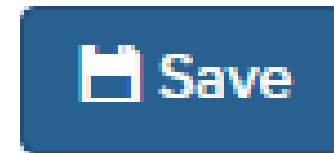
Edit Section

Section Title:

For this section, refer students to this URL:

Contents:





Class Email Tool – 1

Principles of Environmental Health x +

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

CoursePlus® 180.609.01 – 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: i.e. colleague@us.gov; researcher@nonprofit.org

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

Class Email Tool – 2

Directory **Filters**

Drop Box ▾

Assignment 1 ▾

Turned in assignment ▾

Select listed

Directory **Filters**

Site Visit ▾

Last 5 days ▾

Did not visit the site during this ti ▾

Select listed


Class Announcements Tool – 1

TA Practice Sandbox: Course Home

courseplus.jhu.edu/core/index.cfm/go/course.home/coid/14405/

CoursePlus® TA Practice Sandbox 2020-2021 Sign Out

Syllabus Content Communication Resources Help Home

 999.998.01 – TA Practice Sandbox
Johns Hopkins Bloomberg School of Public Health

Celine Greene
Go to Faculty Tools

Faculty Tools Quick Jump

- Add TAs/Editors/Guests
- Course Groups
- Class Attendance
- Discussion Forum
- Drop Boxes
- Class Email

Welcome, Celine! [Visitor's View](#)

Announcement Posted: 8/23/2022

"Make sure to do the reading before tonight's LiveTalk with our special guest!..." [More](#)

Announcements: Main Administrator

courseplus.jhu.edu/core/index.cfm/go/nf.nf.admin.home/coid/16176/

CoursePlus® 380.765.81 – Preventing Infant Mortality and Promoting the Health of Women, Infants and Children 2021-2022 Sign Out

Syllabus Content Communication Resources Help Home

Celine Greene
Go to Faculty Tools

Announcements


[+ Add an Announcement](#)

Posting Date	End Posting Date	Announcement Text	
5/19/2022 9:36AM	5/29/2022 9:36AM	Subject: Course wrap-up Dear Students, I hope the end of term goes well for everyone. It has been a true pleasure serving as your instructor! I am looking forward to reading your Letters of Intent. Thank you for your hard work, thoughtful perspectives, and passion for equity. I'm grateful for all you will do on your career	Edit Delete

Class Announcements Tool – 2


Edit Announcement Content

Posting Date: (Required)

 8/22/2022 7:24 PM

Display this announcement for day(s)

Content of Announcement:

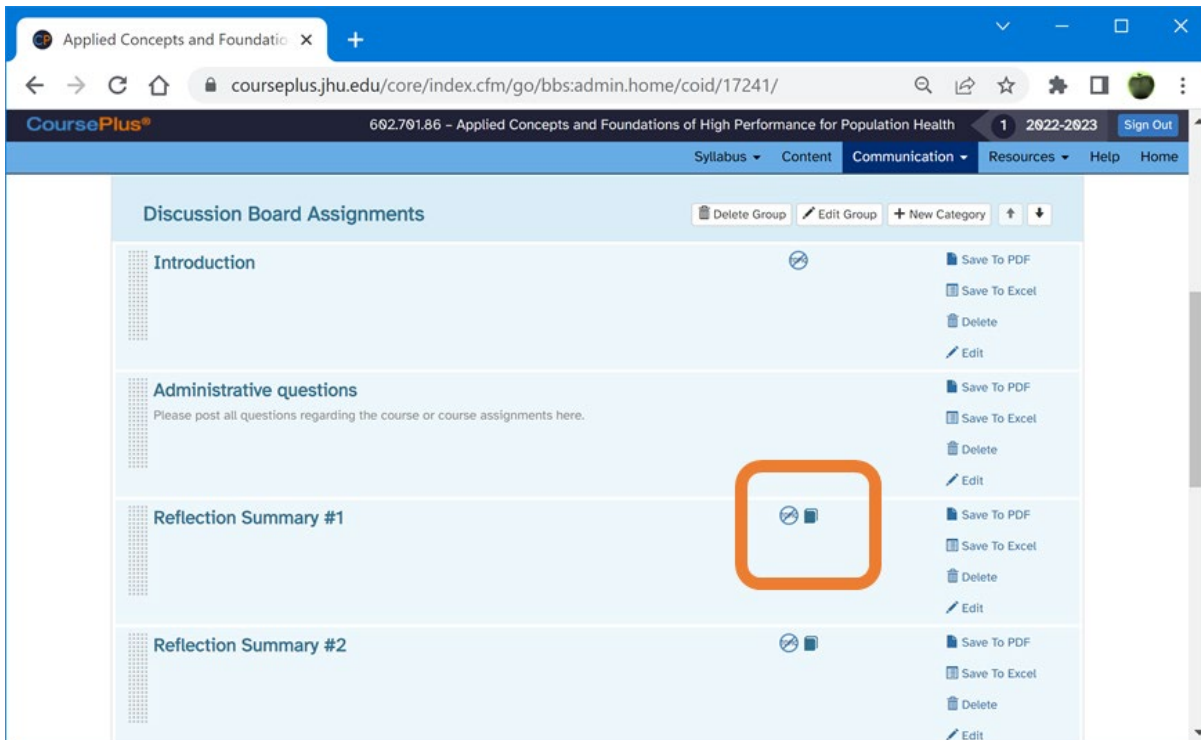










Type your text here.

Discussion Forums – 1

The screenshot shows a web browser window displaying the CoursePlus discussion forum. The browser's address bar shows the URL `courseplus.jhu.edu/core/index.cfm/go/bbs:main/coid/16320/`. The CoursePlus header includes the course title and a 'Sign Out' button. A navigation menu contains 'Syllabus', 'Content', 'Communication', 'Resources', 'Help', and 'Home'. The user 'Celine Greene' is logged in, with a 'Go to Faculty Tools' link. The main heading is 'Discussion Forum'. Below it are several utility buttons: '+ Add New Topic', 'Bookmarks', 'Search', 'View/Subscribe Options', 'Reports', and 'Admin'. A 'Mark all new posts as read' checkbox is checked. Filter tabs include 'All Posts', 'New Since Last Visit (121)', 'New Replies to Me (0)', and 'My Posts (0)'. The 'All Posts' tab is active, showing 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 about 'Interesting items, articles, websites including current events' with an 'Add Topic' button and a descriptive paragraph: 'Please also include any Facebook groups or Twitter feeds that you feel are relevant'.

Discussion Forums – 2



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.

Faculty-Run LiveTalks (Online Courses Only)

The screenshot shows the CoursePlus interface for the course 'Spatial Analysis for Public Health'. The page title is 'Scheduled LiveTalk Sessions for this Course'. It lists four sessions:

Date and Time	Session Title	Join LiveTalk	Evaluate Session	Recording Status
Wed, Sep 7, 5:30 PM	Livetalk 1: Introduction Add Zoom Meeting Link for this Session	Join LiveTalk	Evaluate Session	Recording Not Yet Available
Wed, Sep 21, 5:30 PM	Livetalk 2: GIS for Geostatistical Data Add Zoom Meeting Link for this Session	Join LiveTalk	Evaluate Session	Recording Not Yet Available
Wed, Oct 5, 5:30 PM	Livetalk 3: GIS for Point Pattern Data Add Zoom Meeting Link for this Session	Join LiveTalk	Evaluate Session	Recording Not Yet Available
Wed, Oct 19, 5:30 PM	Livetalk 4: GIS for Regional-level Data Add Zoom Meeting Link for this Session	Join LiveTalk	Evaluate Session	Recording Not Yet Available

The screenshot shows the CoursePlus interface for the course 'Métodos Epidemiológicos para la Programación y Evaluación de Salud'. The page title is 'Scheduled LiveTalk Sessions for this Course'. It lists five sessions:

Date and Time	Session Title	Join LiveTalk	Evaluate Session	Recording Status
Wed, Aug 3, 4 PM	LiveTalk 0: Introducción (4:00 PM, hora oficial del Este de los Estados Unidos) Manage Recordings	Join LiveTalk	Evaluate Session	Recording: Video Audio
Wed, Aug 10, 4 PM	LiveTalk 1: Sobre el Módulo 1 (4:00 PM, hora oficial del Este de los Estados Unidos) Manage Recordings	Join LiveTalk	Evaluate Session	View Recording Passcode: #+0q=0g4
Wed, Aug 24, 4 PM	LiveTalk 2: Sobre el Módulo 2 y el examen (4:00 PM, hora oficial del Este de los Estados Unidos) Update Zoom Meeting Link for this Session	Join LiveTalk	Evaluate Session	Recording Not Yet Available
Wed, Sep 7, 4 PM	LiveTalk 3: Sobre Módulo 3 (4:00 PM, hora oficial del Este de los Estados Unidos) Update Zoom Meeting Link for this Session	Join LiveTalk	Evaluate Session	Recording Not Yet Available

More Information including step-by-step instructions are available here: <https://www.cctltoolkit.com/livetalks>

Sign-up Sheets & Course Groups

The screenshot shows the 'Sign-up Sheets' page in CoursePlus. The browser address bar shows the URL: `courseplus.jhu.edu/core/index.cfm/go/signup:admin/coid/17241/#/`. The page header includes the CoursePlus logo, the course ID '602.701.86 - Applied Concepts and Foundations of High Performance for Population Health', the academic year '2022-2023', and a 'Sign Out' button. A navigation menu contains 'Syllabus', 'Content', 'Communication', 'Resources', 'Help', and 'Home'. The user 'Celine Greene' is logged in, with a 'Go to Faculty Tools' link. The main heading is 'Sign-up Sheets'. Below it is a blue button labeled '+ Add New Signup Sheet'. A list of instructions follows: '+ Add a simple signup sheet (e.g. list of names)', '+ Add a time slot-based signup sheet (e.g. office hours)', and '+ Add a group of signup sheets (e.g. sign up for a topic from a group of topics)'. At the bottom, a table header is visible with columns: 'Event Name', 'Signup opens on', 'Signup closes on', and 'Action'.

The screenshot shows the 'Course Groups' page in CoursePlus. The browser address bar shows the URL: `courseplus.jhu.edu/core/index.cfm/go/cg:courseGroups.admin.home/coid/17089/`. The page header includes the CoursePlus logo, the course ID '340.654.81 - Epidemiology and Natural History of Human Viral Infections', the academic year '2022-2023', and a 'Sign Out' button. A navigation menu contains 'Syllabus', 'Content', 'Communication', 'Resources', 'Help', and 'Home'. The user 'Celine Greene' is logged in, with a 'Go to Faculty Tools' link. The main heading is 'Course Groups'. Below it are three buttons: '+ Create New Group', 'Assign Students Randomly', and 'Export to Excel'. To the right are 'Export to PDF' and 'Student View' buttons. A section titled 'Groups for This Class:' has a 'Reveal All Group Details' button. Below this are three group entries, each with an 'Edit' and 'Delete' button:

- Group 1: Hepatitis (LiveTalk #2) (0 members)
- Group 2: Ebola (LiveTalk #2) (0 members)
- Group 3: HIV/AIDS (LiveTalk #3) (0 members)

GradeBook – 1

The screenshot shows the 'Gradebook: Enter Grades' page. The browser address bar shows the URL: `courseplus.jhu.edu/core/index.cfm/go/gb2:admin.grading/coid/17089/`. The page header includes the CoursePlus logo, course ID '340.654.81 - Epidemiology and Natural History of Human Viral Infections', and the academic year '2022-2023'. A user profile for 'Celine Greene' is visible with a 'Go to Faculty Tools' link. The main heading is 'Gradebook: Enter Grades'. Below it are navigation links: 'Set Up Gradebook', 'Enter Grades', 'Export Grades to Excel', and 'View Current/Final Grades'. There are three tabs: 'By Item' (selected), 'By Student', and 'By Group'. A table displays the following data:

Item	Average Grade	Total Students Graded
Module Assessments		
Assessment of Module 1 Learning Objectives	–	0 / 11
Module 1 Synthesis	–	0 / 11

The screenshot shows the 'Gradebook: Setup' page. The browser address bar shows the URL: `courseplus.jhu.edu/core/index.cfm/go/gb2:admin.setup/courseOfferingID/17089/`. The page header is identical to the previous screenshot. The main heading is 'Gradebook: Setup'. Below it are navigation links: 'Set Up Gradebook', 'Enter Grades', 'Export Grades to Excel', and 'View Current/Final Grades'. A configuration section includes a dropdown for 'Overall grade based on' set to 'Percentage' and a checkbox for 'Display the final grade in the student view'. Below this is a summary bar for 'Percentage' with a value of '100' and buttons for '+ Create Graded Item', '+ Create Category', and 'History'. A list of items is shown below:

- Module Assessments** (value: 20) with buttons '+ Add Graded Item', 'Edit', and 'Remove'.
- [QUIZ] Assessment of Module 1** (value: 12.5) with buttons 'Edit' and 'Remove'.

GradeBook – 2

CoursePlus® TA Practice Sandbox S 2022-2023 Sign Out

Syllabus Content Communication Resources Help Home

Celine Greene
Go to Faculty Tools

Gradebook: Enter Grades

Set Up Gradebook Enter Grades Export Grades to Excel View Current/Final Grades

By Item By Student By Group

Item	Average Grade	Total Students Graded
<i>HariataTaiRakena_Gradebook</i>		
HariataTaiRakena_Quiz	—	0 / 3
HariataTaiRakena_Dropbox	98%	3 / 3
<i>StacyLu_Gradebook</i>		

CoursePlus® TA Practice Sandbox S 2022-2023 Sign Out

Syllabus Content Communication Resources Help Home

Celine Greene
Go to Faculty Tools

Gradebook: Enter Grades for Sandbox Student Three

Set Up Gradebook Enter Grades Export Grades to Excel View Current/Final Grades

Sandbox's current grade for all items in this class: 76.92 %

CC: myself on all feedback emails sent from this page. [View This Student's Personal Gradebook Page](#)

Display Grades	Send Email	Item	Grade [Percentage]	Feedback
<input type="checkbox"/>	<input type="checkbox"/>	HariataTaiRakena_Gradebook		

CoursePlus Reports

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 course content pages (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

Course Evaluations:

- BSPH Course Evaluation System

Student Administration:

- Course photodirectory
- Student contact information (Excel)
- Proctors for students in this class (Excel)
- Student Accommodations Portal

What's New in CoursePlus

CTL Teaching Toolkit Website

<https://www.ctltoolkit.com/>



- Home
- Events
- Teaching and Learning
- Quick Links



CTL Professional Development Courses

(Online, self-paced)

Learn more at: <https://www.ctltoolkit.com/faculty-and-tas>

For BSPH Faculty:

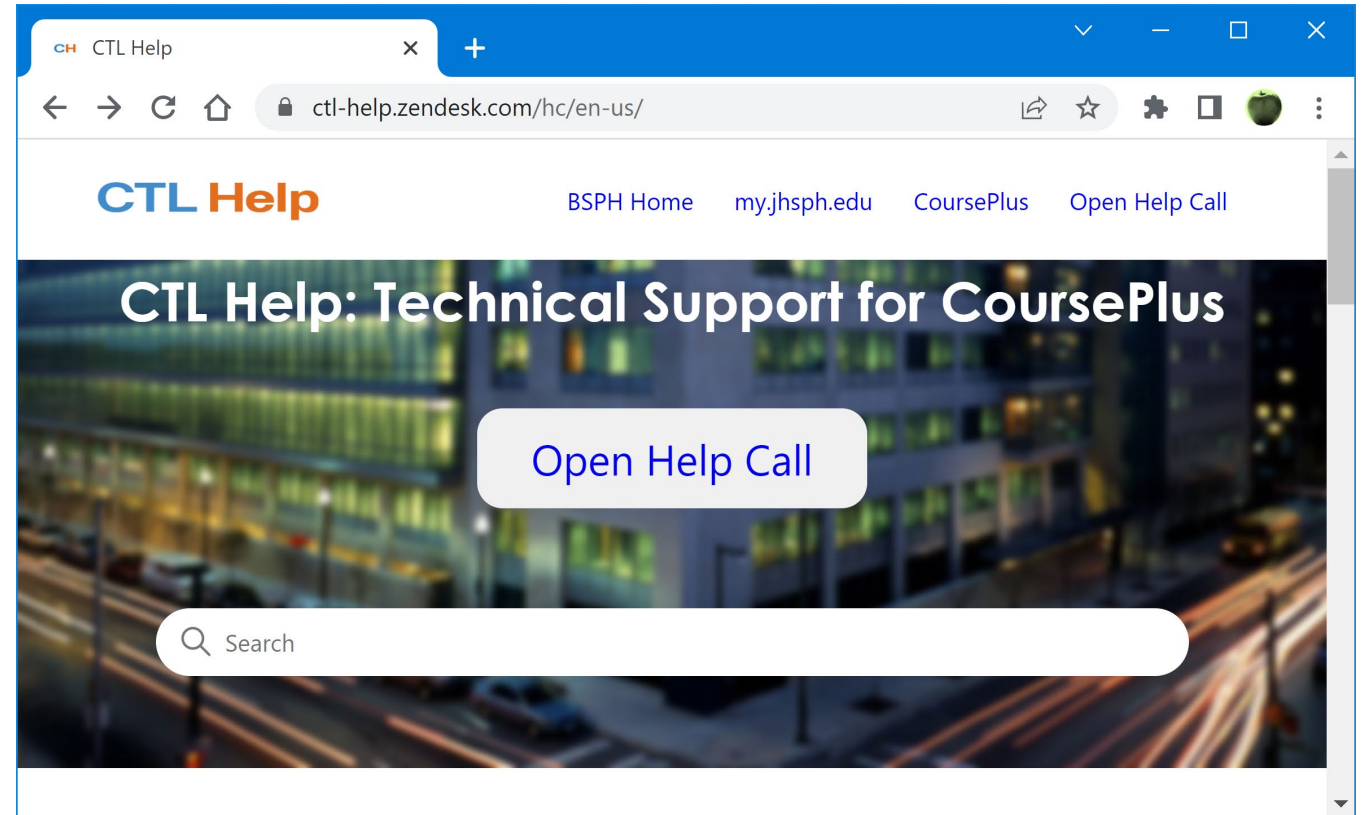
**Essentials of Course
Design, Development,
and Teaching at BSPH**

For BSPH TAs:

**Teaching Assistantship
Training Course**

CTL Help, CTL Blog, and Other Resources

- ctl.jhsph.edu/help
- ctl.jhsph.edu/blog
- tinyurl.com/CTL-ID-Team
- ctl.jhsph.edu/cpu



How did we do? 3-Minute, Anonymous Workshop Evaluation

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



Open Q & A