



# Ready to go! A Start-of-Term CoursePlus Refresher

Term 3, AY2024-2025

**THIS SESSION IS BEING RECORDED!**

# Learning Objectives

Identify new  
CoursePlus  
tools and  
features



Discuss start-  
of-term tasks  
and explain the  
role of  
CoursePlus



Identify and  
answer start-  
of-term FAQs



Share  
resources



# Agenda

- What's New in CoursePlus? (10 minutes)
- Start-of-Term Tasks and CoursePlus Tools (20 minutes)
- Start-of-Term FAQs and Resources (8 minutes)
- Open Q&A (remaining time)



# What's New in CoursePlus?

Identify new CoursePlus tools and features

# Q&A 1



# Start-of-Term Tasks

Discuss recommended start-of-term tasks and explain how CoursePlus tools and features can be used to accomplish these tasks

# Start-of-Term

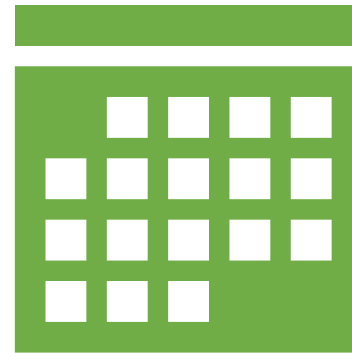
**Teaching Teams  
and Bios**



**Syllabus and  
Gradebook**



**Content and  
Resources**



**Communication**



# Faculty Tools

The screenshot shows a web browser window with the URL `courseplus.jhu.edu/core/index.cfm/go/factools:factools.main/coID/17137`. The page header includes the CoursePlus logo, the course title "140.646.01 - Essentials of Probability and Statistical Inference I: Probability", the semester "2022-2023", and a "Sign Out" button. A navigation menu contains "Syllabus", "Content", "Communication", "Resources", "Help", and "Home". The user is identified as "Celine Greene" with a "Go to Faculty Tools" link and a "CoursePlus Guide" button. A green status bar indicates "Site is available to students" with a "Make unavailable" button. The main content area is titled "Faculty Tools" and is divided into three sections: "Activities and Assignments" (listing Drop Box, Quiz Generator, Peer Assessments, PathFinder, Signup Sheets, and Gradebook), "Administrative Tools" (with sub-sections for Site Administration and Student Activity Reports), and "Content Tools".

- To make edits to the course site, always go to Faculty Tools!



# Start-of-Term Tasks: Teaching Teams and Bios

How do I add/remove teaching assistants and site content editors?

# Managing Non-Student Access

## Verify

**People Who Have Access**

|                                   |                            |
|-----------------------------------|----------------------------|
| Chi, Lu                           | Course Faculty - Of Record |
| Haagenson, Emily                  | Course Faculty - Of Record |
| Pinkerton, Amy                    | Course Faculty - Of Record |
| NAMES<br>HIDDEN<br>FOR<br>PRIVACY | TA                         |
|                                   | TA                         |
|                                   | TA                         |
|                                   | TA                         |
| Greene, Celine                    | Site Content Editor        |

## Add

**Give Someone Access**

Give

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

**Add This Person in This Role**

## Remove

**Remove Access**

**Remove Access**

**Remove Access**

**Remove Access**

**Remove Access**

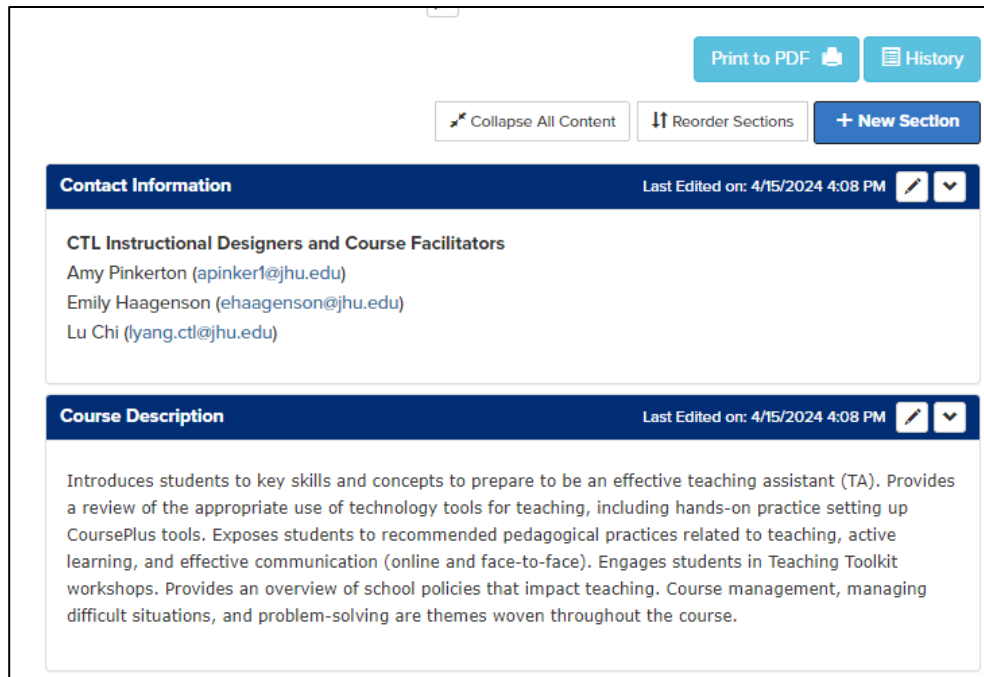
**Remove Access**

# Start-of-Term Tasks: Syllabus and Gradebook

How do I update my syllabus and gradebook?

# Updating the Syllabus Overview

## Review the Information



Print to PDF History

Collapse All Content Reorder Sections + New Section

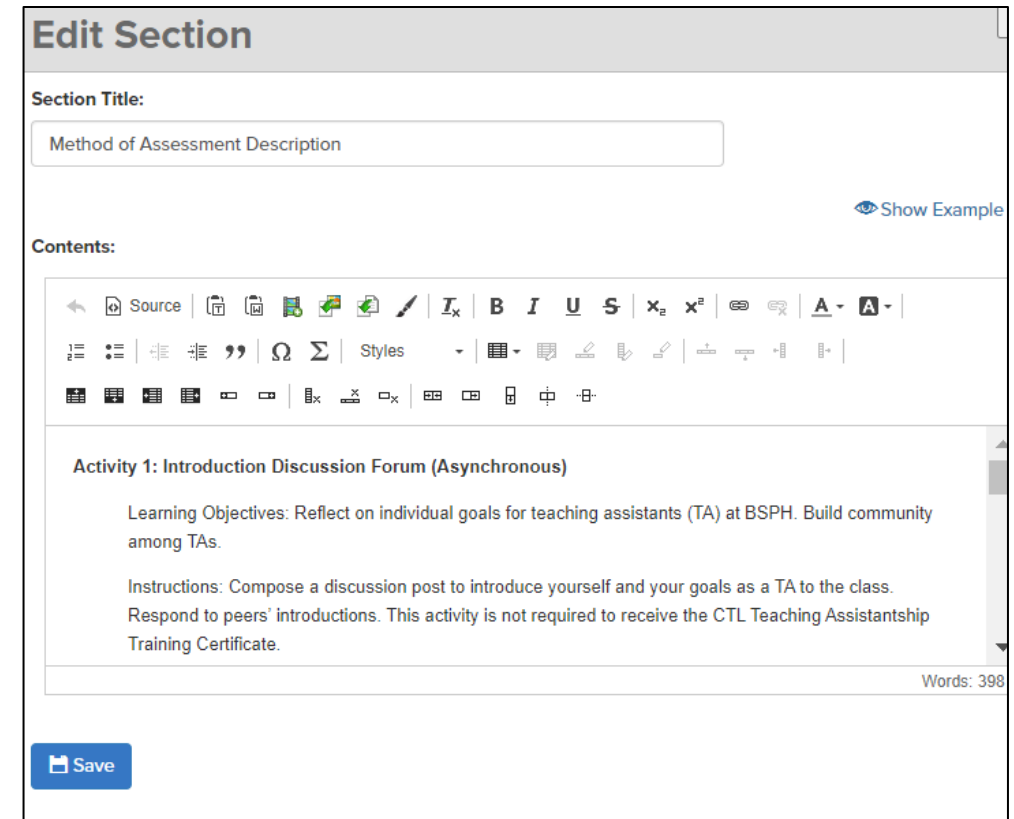
**Contact Information** Last Edited on: 4/15/2024 4:08 PM

**CTL Instructional Designers and Course Facilitators**  
Amy Pinkerton (apinker1@jhu.edu)  
Emily Haagenson (ehaagenson@jhu.edu)  
Lu Chi (lyang.ctl@jhu.edu)

**Course Description** Last Edited on: 4/15/2024 4:08 PM

Introduces students to key skills and concepts to prepare to be an effective teaching assistant (TA). Provides a review of the appropriate use of technology tools for teaching, including hands-on practice setting up CoursePlus tools. Exposes students to recommended pedagogical practices related to teaching, active learning, and effective communication (online and face-to-face). Engages students in Teaching Toolkit workshops. Provides an overview of school policies that impact teaching. Course management, managing difficult situations, and problem-solving are themes woven throughout the course.

## Edit Information *before* the term starts



**Edit Section**

**Section Title:**  
Method of Assessment Description

**Contents:**

**Activity 1: Introduction Discussion Forum (Asynchronous)**

Learning Objectives: Reflect on individual goals for teaching assistants (TA) at BSPH. Build community among TAs.



Instructions: Compose a discussion post to introduce yourself and your goals as a TA to the class. Respond to peers' introductions. This activity is not required to receive the CTL Teaching Assistantship Training Certificate.

Words: 398

Save












# Setting up the Gradebook

## Match to the Methods of Assessment in the Syllabus

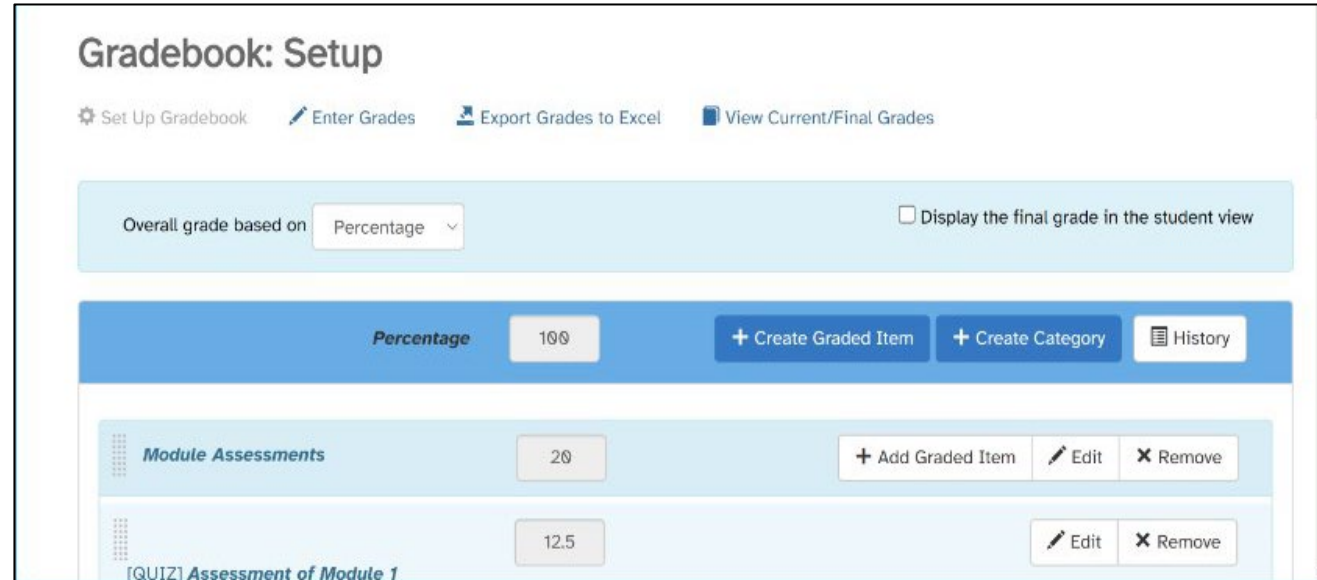
**Methods of Assessment** Last Edited on: 6/04/2024 10:38 AM  

CoursePlus Sandbox Technology Demonstration: 20%; Feedback Practice: 20%; Resource Quiz: 20%;  
Workshop Participation and Reflection: 20%; Classroom Scenarios Pathfinder: 20%.

Percentage  [+ Create Graded Item](#) [+ Create Category](#) [History](#)

|   |     |   |
|---|-----|---|
| Required  | 100 |    |
| Assignment 1: CoursePlus Sandbox<br><small>Grade type: Pass/Fail</small>      | 20  |     |
| Assignment 2: Feedback Practice<br><small>Grade type: Pass/Fail</small>       | 20  |     |
| Assignment 3: CTL Workshop Reflection<br><small>Grade type: Pass/Fail</small> | 20  |     |
| Assignment 4: Classroom Scenarios   | 20  |     |

# What to review



- If applicable, link graded items to CoursePlus tools (Peer Assessment, Discussion Forum, Quiz Generator, DropBox, In-Lecture Quizzes, Path Finder)
- Mark extra credit assignments as extra credit
- Add rubrics when applicable to graded items

# Managing Your Gradebook

Gradebook: Enter 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>          |               |                       |

Gradebook: Enter Grades for Sandbox Student Three

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 |                    |          |

# Start-of-Term Tasks: Content

How will my students access  
course content?



# Confirming the Course Schedule (Content): Using Schedule Builder

▼ **Welcome to the Course (approx. 30 minutes)**
+ ✎ 🗑️

- ⋮ Lecture 0: Welcome to the Course Mon, Jul 1 ▼
- ⋮ **<b> Personal Introduction</b>**: Why are you a TA? Mon, Jul 1 ▼
- ⋮ VoiceThread Discussion: Introduction Mon, Jul 1 ▼

▼ **Module 1: Introduction to the Job of Teaching Assistan...**
+ ✎ 🗑️

- ⋮ Overview: Everything You Need to Know for Module 1 Mon, Jul 1 ▼
- ⋮ Lecture 1: Introduction to the Roles and Responsibilities of BSPH Teaching Assistants Mon, Jul 1 ▼
- ⋮ Resource: Teaching Team: Who Does What? Mon, Jul 1 ▼

| Date  | Events, Activities & Assignments | Due   | Completed?                          |
|---|----------------------------------|---|-------------------------------------|
| <b>This offering runs from July 1, 2024 to December 31, 2024.</b>                   |                                  |   |                                     |
| <b>Welcome to the Course (approx. 30 minutes)</b>                                   |                                  |   |                                     |
|   | Lecture 0                        | Welcome to the Course ( <i>Pinkerton, Haagenson, Chi</i> )                                      | <input type="checkbox"/>            |
|   | <b>Personal Introduction</b>     | Why are you a TA?   | <input type="checkbox"/>            |
| <b>Module 1: Introduction to the Job of Teaching Assistant (approx. 20 minutes)</b> |                                  |   |                                     |
|   | Overview                         | Everything You Need to Know for Module 1 ( <i>Pinkerton</i> )                                   | <input checked="" type="checkbox"/> |
|   | Lecture 1                        | Introduction to the Roles and Responsibilities of BSPH Teaching Assistants ( <i>Pinkerton</i> ) | <input type="checkbox"/>            |
|   | Resource                         | Teaching Team: Who Does What?   | <input checked="" type="checkbox"/> |
| <b>Module 2: Technology (approx. 155 minutes)</b>                                   |                                  |   |                                     |
|   | Overview                         | Everything You Need to Know for Module 2 ( <i>Pinkerton</i> )                                   | <input checked="" type="checkbox"/> |

# What do different dates mean in Schedule Builder?

Open/ Available  
On Date

Due Date

Access Ends/  
Closed Date

|               |   |                      |                      |
|---------------|---|----------------------|----------------------|
| <b>Dates:</b> | <b>Available On:</b>                      | <b>Due Date:</b>     | <b>Access Ends:</b>  |
|               | <input type="text" value="07/01/2024 1"/> | <input type="text"/> | <input type="text"/> |



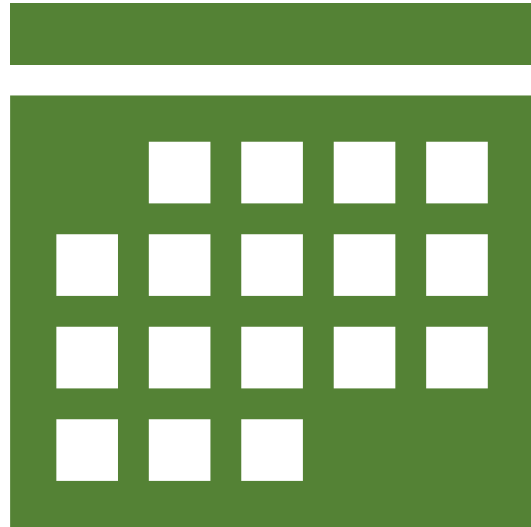
# Content Page: Import Calendar

*Note:* Items become accessible on the dates listed in the "Date" column. All assignments are due no later than 11:59 p.m. Eastern Time on the date indicated, unless otherwise noted. All times are for Baltimore, Maryland (Eastern United States). Visit <http://www.timeanddate.com/worldclock> to convert to your local time.

Download the schedule to your calendar

| Date  | Events, Activities & Assignments                           | Due | Completed?               |
|---|--|-----|--------------------------|
| <b>This offering runs from July 1, 2024 to December 31, 2024.</b> |  |     |                          |
| <b>Welcome to the Course (approx. 30 minutes)</b>                 |  |     |                          |
| Lecture 0   | Welcome to the Course ( <i>Pinkerton, Haagenson, Chi</i> ) |     | <input type="checkbox"/> |

# Checking Dates Not Linked to the Content Page



- Drop Box
- Signup Sheet
- Discussion Forum
- Quizzes
- **Online Library items**
- Etc.

# Start-of-Term Tasks: Communication

How will I communicate with my students and welcome them to the course?

# Forms of Communication

## Faculty to Student

- Tools
  - Email
  - Announcements
  - Discussion Forum
  - Wiki
  - Surveys
  - Signup Sheets

## Student to Faculty

- Tools
  - Email
  - Discussion Forum
  - Wiki

## Student to Student

- Tools
  - Discussion Forum
  - Email
  - Course Groups
  - Wiki

# Welcoming Students

Class Email

Class Announcement

Recording



# Sending Message to Everyone: Class Email Tool

## Select Email Recipients

Directory Filters

Search

Send Message To:

Everyone

Select listed

- 
- 

## Post as Announcement; Scheduled Delivery

[View Class Email Archive](#)

From:

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):  (Maximum 3 attachments)

Import Message from Last Offering: None



# Archiving and Reusing Past Emails

**From:** apinker1@jhu.edu

**To:**

**CC:**

**External CC:** i.e. colleague@us.gov; researcher@nonprofi

**Options:**

- Display on the class email archive page
- Send a copy to me
- Enable Scheduled Delivery

Please Select Offering: -- Select One --  Include All Education

**Welcome to the TA Training Course!**

**Scheduled Send Time:** 07/1/24, 5:12 PM  
**To:** [ Everyone ] This message is for the entire Teaching Assistantship Training class.  
**Sender:** Haagenson, Emily

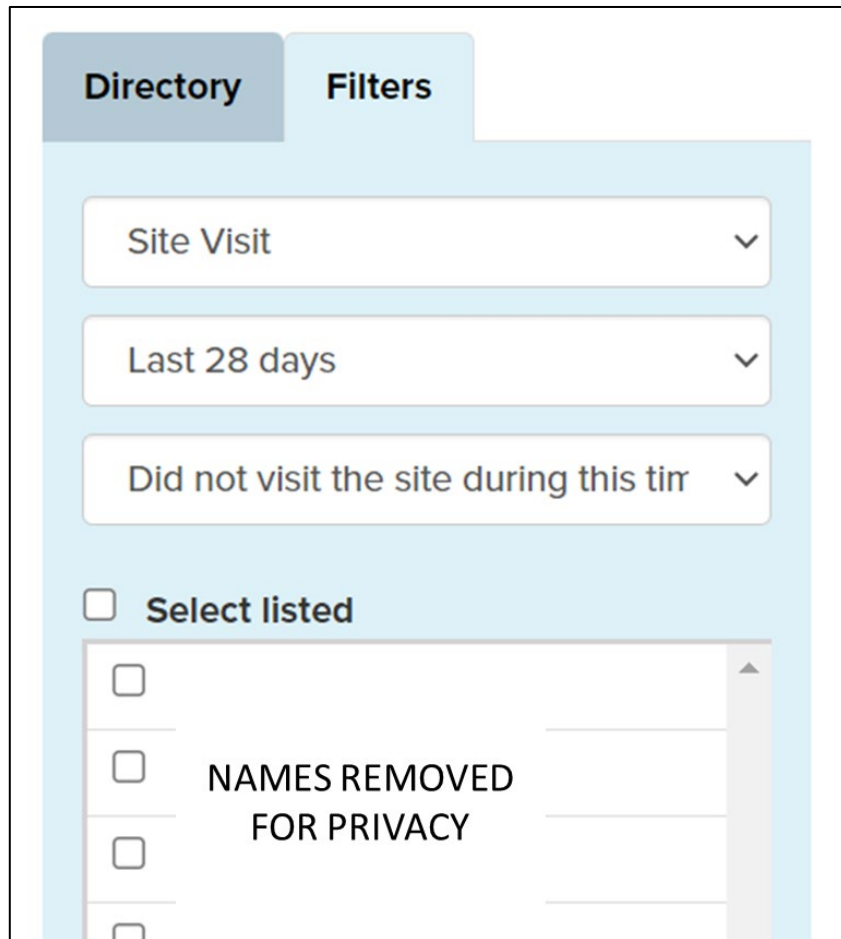
**Body:**

Hello Everyone,

Welcome! The new TA Training course session opened on July 1st! This session runs from July 1 - December 31, 2024.

The course is self-paced and has a rolling enrollment. You may complete the activities on your own time or by your department coursework within the six-month session, you may enroll in the next session that starts on January 1, 2025. If you decide to complete work from this session will carry over. Members of the [CTL Instructional Design team](#) take turns facilitating the

# Using Email Filters



The screenshot shows a web interface with two tabs: "Directory" and "Filters". The "Filters" tab is active. Below the tabs, there are three dropdown menus. The first dropdown is set to "Site Visit", the second to "Last 28 days", and the third to "Did not visit the site during this time". Below these dropdowns, there is a checkbox labeled "Select listed" which is currently unchecked. Underneath the checkbox is a scrollable list of items, each with a checkbox on the left. The text "NAMES REMOVED FOR PRIVACY" is visible in the list, indicating that the names of the students have been redacted for privacy reasons.

## Filter Options

- Discussion Forum
- Drop Box
- Quiz
- **Site Visit**
  - **Email students who have not logged into the course site within the first week of term**
- Survey Tool

# Setting up the Discussion Forum

The screenshot shows a web interface for a Discussion Forum. At the top left, the title "Discussion Forum" is displayed. Below it, a navigation bar contains several buttons: "+ Add New Topic" (highlighted with an orange border), "Bookmarks", "Search", "View/Subscribe Options" (highlighted with an orange border), "Reports", and "Admin" (highlighted with an orange border). Below the navigation bar, there is a link "Mark all new posts as read" with a checkmark icon. A secondary navigation bar shows filters: "All Posts", "New Since Last Visit" (with a badge of 121), "New Replies to Me" (with a badge of 0), and "My Posts" (with a badge of 0). The main content area is titled "All Posts" and includes "Hide Read Topics" and "Expand All" buttons. A table with columns "Category / Topic", "Originator", and "Last Post" is shown. The first row has a "NEW" badge, a right arrow, the text "Course Welcome", an "Add Topic" button, and a blue icon with an exclamation mark. The second row has the text "Interesting items, articles, websites including current events", a subtext "Please also include any Facebook groups or Twitter feeds that you feel are relevant", and an "Add Topic" button.

Discussion Forum

+ Add New Topic    Bookmarks    Search    View/Subscribe Options    Reports    Admin









✓ Mark all new posts as read

All Posts    New Since Last Visit 121    New Replies to Me 0    My Posts 0

All Posts    Hide Read Topics    Expand All

| Category / Topic  | Originator  | Last Post |
|---|-------------|-----------|
| > <b>NEW</b> Course Welcome   | + Add Topic |           |
| Interesting items, articles, websites including current events<br>Please also include any Facebook groups or Twitter feeds that you feel are relevant | + Add Topic |           |

# Check out the Discussion Forum Settings

| Icon          |   | Meaning   |
|---------------|---|---|
| Hourglass     |    | <b>Read-only after</b> a certain date.                          |
| Slashed Eye   |    | <b>Hidden until</b> a certain date.                             |
| Lock          |    | Locked - Only faculty, TA, and staff can <b>read and post</b> . |
| Slashed Topic |    | Only faculty, TA, and staff <b>can start a new topic</b> .      |
| PBV           |    | Students must <b>Post Before Viewing</b> .                      |
| Timer         |   | Students only have <b>15 min to edit or delete a post</b> .     |
| Person        |  | <b>Private</b> (specific users) category.                       |
| Gradebook     |  | Category <b>linked to Gradebook</b> .                           |

# Setting up Course Groups and Sign-up Sheets

## Sign-Up Sheets

## Course Groups

### Signup Sheets

[+ Add New Signup Sheet](#)

| Event Name   | Signup opens on | Signup closes on | Action |
|--|-----------------|------------------|--------|
| <p>Signup Sheets allow you to create virtual sheets on which students can sign up for participation in course activities like office hours, LiveTalk presentations, or group topic selection. To get started, click the "Add New Signup Sheet" button above.</p> |                 |                  |        |

Direct link to student view of Signup Sheets: <https://courseplus.jhu.edu/core/index.cfm/go/signu>

### Course Groups

[+ Create New Group](#) [Assign Students Randomly](#) [Student View](#)

[Export to Excel](#) [Export to PDF](#)

Groups for This Class: [Reveal All Group Details](#)

There are no course groups for this course.

[View Students Not In Any Group](#)

[View Log of Adding/Removing Students and Groups](#)

# Q&A 2



# Start-of-Term FAQs

Identify and answer frequently asked questions that are typically submitted to CTL Help at the beginning of an academic term

# FAQ 1

*Why are Students Unable to Access my Course?*

- **Online:** The start date has not yet arrived.
- **Other courses:** Check to make sure you have made the course site available.



Site is **not available** to students.

Make available



**A student may ask, "*I registered for [insert course], but it is not showing up in my CoursePlus account. Why?*"**

## FAQ 2

- It may take a few hours after registration.
- For an online course, a student may not have completed IOL (*Introduction to Online Learning*).
- If there are multiple sections and a student drops and adds one, they will usually stay dropped. Please send them to CTL HELP.
- The student may need to log out of CoursePlus and then log back in.

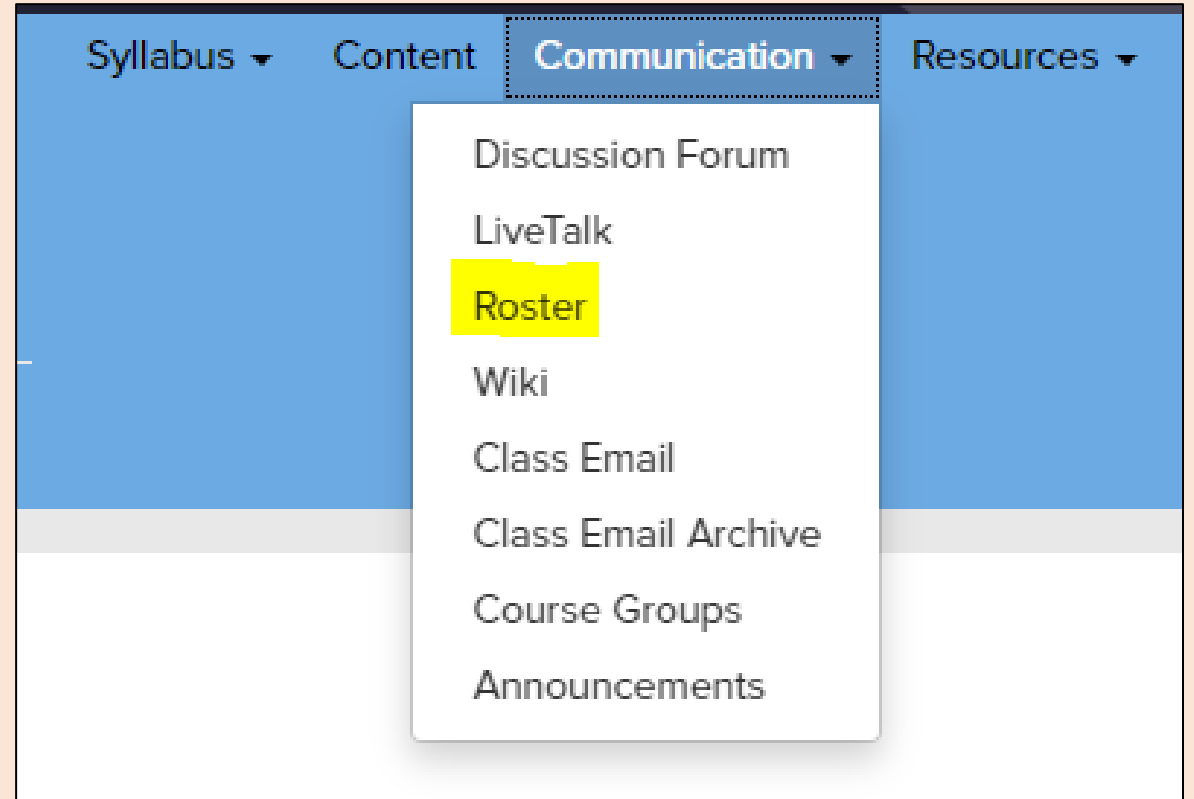
## FAQ 3

**A student may ask, "I completed IOL, but the IOL site doesn't reflect this. Why?"**

- Not all the exercises were completed
- Students registered for multiple offerings and completed work in both.
- If the student is confident they completed the course, have them reach out to [CTL Help](#).

# FAQ 4

*How do I see the roster for my course?*



## FAQ 5

***Why can't students see all the files in the Online Library?***

- Sometimes files or folders have date controls.
- Some folders or files may be marked "hidden"

# CTL Resources

Share resources relevant to teaching teams and site content editors

# Resources

## CTL Help and the CoursePlus Faculty Guide



CTL Help: Technical Support for CoursePlus

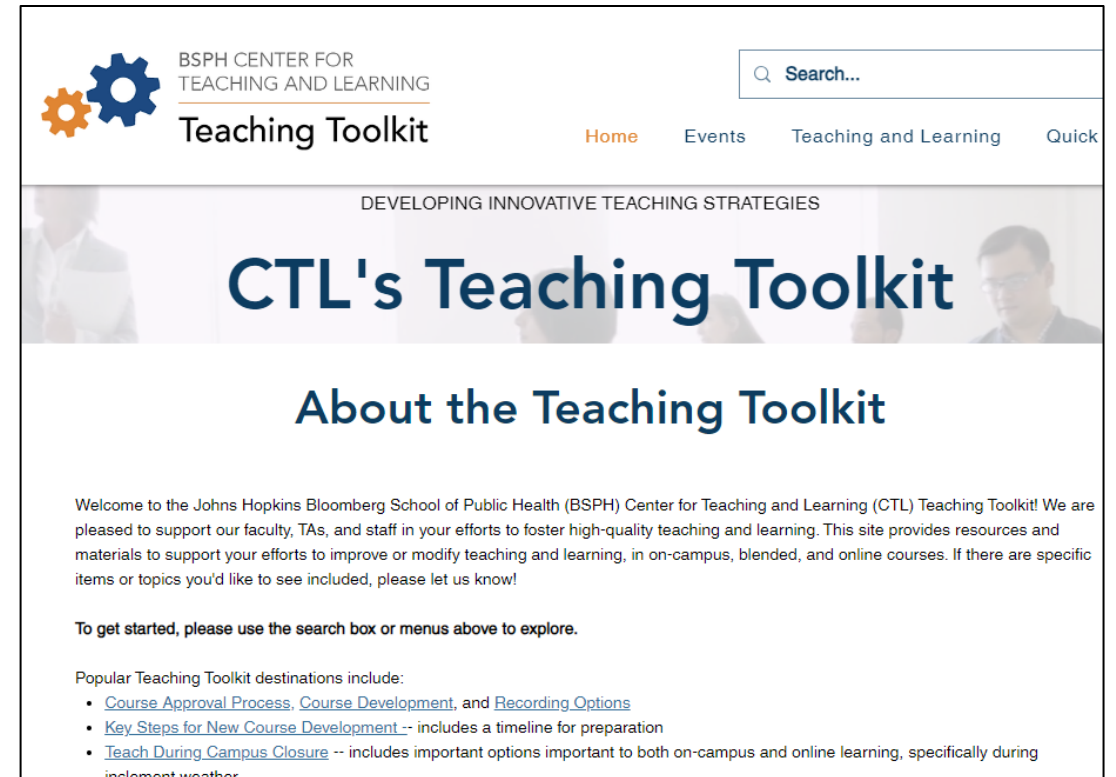
Open Help Call

Search

CoursePlus Guide

Faculty Students

## CTL Teaching Toolkit Website



BSPH CENTER FOR TEACHING AND LEARNING  
Teaching Toolkit

Search...

Home Events Teaching and Learning Quick

DEVELOPING INNOVATIVE TEACHING STRATEGIES

### CTL's Teaching Toolkit

#### About the Teaching Toolkit

Welcome to the Johns Hopkins Bloomberg School of Public Health (BSPH) Center for Teaching and Learning (CTL) Teaching Toolkit! We are pleased to support our faculty, TAs, and staff in your efforts to foster high-quality teaching and learning. This site provides resources and materials to support your efforts to improve or modify teaching and learning, in on-campus, blended, and online courses. If there are specific items or topics you'd like to see included, please let us know!

To get started, please use the search box or menus above to explore.

Popular Teaching Toolkit destinations include:

- [Course Approval Process](#), [Course Development](#), and [Recording Options](#)
- [Key Steps for New Course Development](#) -- includes a timeline for preparation
- [Teach During Campus Closure](#) -- includes important options important to both on-campus and online learning, specifically during inclement weather

# Professional Development with CTL

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

*Teaching  
Assistantship  
Training Course*

Workshops, On-  
demand Videos,  
and the CTL Blog

# 2-minute Workshop Evaluation Survey:

AY24-25: <https://forms.office.com/r/Gs1pzkrqSQ>

BSPH CTL Teaching Toolkit  
Workshop Evaluation AY24-25



**We value your feedback!**

Please complete the survey whether you attended this session synchronously or watched the recording asynchronously.

*Responses are **anonymous**.*