

## Responsibilities Decision Chart: Who Does What

A Checklist for Faculty and TAs

The roles and responsibilities for faculty and their TA(s) will vary according to a variety of factors: the tasks for any particular course, the prior knowledge of faculty and the assigned TA(s), the class size, the course format, etc. Assigning the responsibilities by role before the term starts is an important step in organizing a successful course.

### Who will be responsible for the following tasks?

Check the TA or Faculty role for each item. When a task is completed, fill in the date or “N/A”.

#### Prior to the Start of the Term

Date Completed	Responsibility	TA	Faculty	Timeframe/Notes
	Review previous course and lecture evaluations for possible revisions	<input type="checkbox"/>	<input type="checkbox"/>	
	Add all TAs to course. Remove anyone who no longer needs access. ( <i>Faculty Tools - Administrative Tools: Add TAs, Editors, Guest faculty, and Guests</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
	Review and update the course Syllabus ( <i>Syllabus   Overview</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
	Update faculty and TA profiles and pictures on Faculty page ( <i>Syllabus   Faculty</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<i>Should be done 2 – 4 weeks prior to term</i>
	<a href="#">Schedule LiveTalks</a> ( <i>Faculty Tools – Content tools: LiveTalk scheduling availability</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<i>Should be done 4 – 6 weeks prior to term</i>
	Confirm course schedule. Check all release and due dates for lectures, assignments, quizzes, etc. ( <i>Content</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<i>Should be done 4 – 6 weeks prior to term</i>
	Review Online Library resources. Double check that dated material from previous course offerings are deleted or hidden from student view. Make certain all hyperlinks are valid. Make certain all uploaded resources are <a href="#">digitally accessible</a> . ( <i>Resources   Online Library</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
	Check open/close dates for other resources not already linked to schedule. This may include Drop Boxes, Signup Sheets, Discussion Forum items, Online Library items, quizzes. ( <i>Faculty Tools: Navigation Tools</i> )	<input type="checkbox"/>	<input type="checkbox"/>	

	Check items are appropriately linked to lecture and standard course pages <i>and</i> that these sections are visible on the course page: Online Library, Discussion Forum, Drop Box, Peer Assessment, Survey, Quizzes.	<input type="checkbox"/>	<input type="checkbox"/>	
	Review and revise assignments. Create or edit quizzes / assignments / Drop Boxes and verify settings and due dates	<input type="checkbox"/>	<input type="checkbox"/>	
	Activate and review e-reserves (if used) <a href="#">Welch Library: "Request Reserves" (Faculty Tools – Content tools: Link to eReserves)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Should be done at least 4 weeks prior to term. It is possible to submit partially finalized reserve requests and add as readings are determined.</i>
	Confirm Discussion Forum category setup <a href="#">(Communication   Discussion Forum)</a>	<input type="checkbox"/>	<input type="checkbox"/>	
	Set up Wikis, if needed <a href="#">(Communication   Wiki)</a>	<input type="checkbox"/>	<input type="checkbox"/>	
	Set up groups, if needed <a href="#">(Communication   Course Groups)</a>	<input type="checkbox"/>	<input type="checkbox"/>	
	Setup course gradebook or verify setup (match with syllabus Methods of Assessment) <a href="#">(Resources   Gradebook)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Should be done at least 2 weeks prior to term</i>
	Sign up for and attend relevant training (CoursePlus Refresher, LiveTalks, etc.)			<i>Should be done within the 2 weeks prior to term</i>
	For <a href="#">faculty self-run LiveTalks</a> , create Zoom meetings <a href="#">with embedded passcode for "one click join"</a> . Add Zoom meeting links to CoursePlus Livetalk page.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Should be done in the week prior to term once sessions appear on LiveTalk page</i>
	Set up course email (if using): <a href="#">JHSPH IT Help Desk (see BSPH portal)</a>	<input type="checkbox"/>	<input type="checkbox"/>	
	Send out the welcome message via email/announcement <a href="#">(Communication   Announcements)</a>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Should be done 1 – 2 weeks prior to term</i>

### During Term (Teaching)

Date Completed	Responsibility	TA	Faculty	Timeframe/Notes
	Answer emails within 24 hours	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor the Discussion Forum (check twice daily and respond to students—see Discussion forum options to subscribe to various topics)	<input type="checkbox"/>	<input type="checkbox"/>	

Date Completed	Responsibility	TA	Faculty	Timeframe/Notes
	Respond to questions regarding <b>assignments</b> (individual or group e-mail, Discussion Forum, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
	Respond to questions regarding <b>lectures</b> (individual or group e-mail, Discussion Forum, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
	Conduct office hours and publish them on the course site.	<input type="checkbox"/>	<input type="checkbox"/>	
	Coordinate/supervise group work	<input type="checkbox"/>	<input type="checkbox"/>	
	Host LiveTalks ( <i>using Zoom meeting link already uploaded to CoursePlus</i> )	<input type="checkbox"/>	<input type="checkbox"/>	
	For <a href="#">faculty self-run LiveTalks</a> , manage LiveTalks including recording, monitoring participants, chat	<input type="checkbox"/>	<input type="checkbox"/>	
	For <a href="#">faculty self-run LiveTalks</a> , post LiveTalk recordings and transcripts to CoursePlus LiveTalk page.	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor LiveTalk attendance	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor lecture and LiveTalk evaluations (Students sometimes ask for help in comments section.)	<input type="checkbox"/>	<input type="checkbox"/>	
	Grant drop/add/withdrawal permission	<input type="checkbox"/>	<input type="checkbox"/>	
	Be primary motivational communicator	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor Drop Box and all assignments. Send reminders to students who have not submitted work.	<input type="checkbox"/>	<input type="checkbox"/>	
	Grade assignments	<input type="checkbox"/>	<input type="checkbox"/>	
	Give feedback on assignments	<input type="checkbox"/>	<input type="checkbox"/>	
	Manage grades, including grade changes	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor student access statistics and send e-mails to students with low participation	<input type="checkbox"/>	<input type="checkbox"/>	

#### During and After Term (Administrative)

Date Completed	Responsibility	TA	Faculty	Timeframe/Notes
	Post Announcements (important updates)	<input type="checkbox"/>	<input type="checkbox"/>	
	Act as primary administrative communicator (send reminders about LiveTalks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor BSPH course e-mail account (if using)	<input type="checkbox"/>	<input type="checkbox"/>	

Date Completed	Responsibility	TA	Faculty	Timeframe/Notes
	Create and post agendas (or full slide sets) for LiveTalks	<input type="checkbox"/>	<input type="checkbox"/>	
	Coordinate course schedule revisions with CTL ID	<input type="checkbox"/>	<input type="checkbox"/>	
	Send touch-point (introductory) e-mails either weekly or prior to each module's opening date	<input type="checkbox"/>	<input type="checkbox"/>	
	Report Final Grades to students	<input type="checkbox"/>	<input type="checkbox"/>	
	Post grades in gradebook or share grades	<input type="checkbox"/>	<input type="checkbox"/>	
	Submit final grades to registrar by required due date (faculty only)		<input checked="" type="checkbox"/>	