

# Ready, Set, Teach! CoursePlus for a Successful Term Start

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*AY2026-2027, Term 1*



JOHNS HOPKINS  
BLOOMBERG SCHOOL  
of PUBLIC HEALTH

Center for Teaching and Learning  
(CTL)



CoursePlus®

# Workshop Goals

- ▶ Identify new CoursePlus tools and features
- ▶ Create a positive first impression for students through public-facing CoursePlus pages
- ▶ Welcome students in the first week of the academic term through targeted outreach using CoursePlus tools
- ▶ Communicate with students throughout the academic term using CoursePlus tools
- ▶ Share resources, including FAQs
  - ▶ CoursePlus Faculty Guide

# What's New In CoursePlus



## Q&A 1



## Start-of-Term Tasks



# Part 1: Making a Good First Impression

# Public-Facing Pages

- ▶ Visitor's View (Home)
- ▶ Syllabus
  - ▶ Overview
  - ▶ Schedule
  - ▶ Faculty
- ▶ Pages Set to "Public"



# Visitor's View

Teaching Assistantship Training  
Johns Hopkins Bloomberg School of Public Health

Amy Pinkerton   
Go to Faculty Tools

Welcome

Register for this Course



The Teaching Assistantship Training course is an introduction to some of the key skills and knowledge needed to be an effective teaching assistant. It consists of self-paced, online learning modules, hands-on online practice, asynchronous peer interaction, and two synchronous workshop sessions (asynchronous workshop options are available).

The TA Training is offered twice each year, with "rolling admission" so that you can register after the start date (though you are still expected to complete the course by the end of that session). Facilitators will be available to answer questions, but the course is specifically designed so that a student can complete activities at their convenience.

The TA training course fulfills the JHU Teaching Academy's Preparing Future Faculty (PFF) program: Phase 1 "Associate" requirement, as approved by CRTL (Center for the Integration of Research, Teaching, and Learning). Students interested in obtaining a Teaching Academy certification can complete this BSPH CTL Teaching Assistantship Training course for this first phase and continue their path with the JHU Teaching Academy.



### Faculty Page Editor

+ Add Group

☐ Expand All☒ Full Bios

 Preview Faculty Page

 History

Faculty Members Not Assigned to a Group

+

Facilitators

Edit+ Add Member

Details

+

Guest Lecturers

Edit+ Add Member

## Add/Edit Faculty Member

Select a faculty member (optional)

Amy

Middle Nam

Pinkerton

MA

Senior Instructional Designer

Center for Teaching and Learning, Johns Hopkins Bloomberg School of Public Health

Facilitators



Edit

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Amy Pinkerton joined the CTL instructional design team in July 2017. As a senior instructional designer, she provides course and program design, development, production management, and evaluation services, and works with groups around the School to promote excellence in teaching and learning. Amy also co-instructs the CTL Teaching Assistantship Training course and provides training for both TAs and faculty. In addition to her work at CTL, Amy also provides

## Facilitators



**Amy Pinkerton, MA**  
*Senior Instructional Designer*  
*Center for Teaching and Learning, Johns Hopkins*  
*Bloomberg School of Public Health*

Amy Pinkerton joined the CTL instructional design team in July 2017. As a senior instructional designer, she provides course and program design, development, production management, and evaluation services, and works with groups around the School to promote excellence in teaching and learning. Amy also co-instructs the CTL Teaching Assistantship Training course and provides training for both TAs and faculty. In addition to her work at CTL, Amy also provides volunteer instructional design and technology services for international higher education programs for various

# 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  
HIDDEN  
FOR  
PRIVACY

TA

TA

TA

TA

Greene, Celine Site Content Editor

## Add

### Give Someone Access

Give

Type a first or last name here

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

TA

Add This Person in This Role

What can someone do in each role?

## Remove

Remove Access

Remove Access

Remove Access

Remove Access

Remove Access

## 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

Show Example

**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

# Gradebook and Syllabus Alignment

## Match to the Methods of Assessment in the Syllabus

 **Methods of Assessment**

Last Edited on: 9/05/2025 11:15 AM   

Participation: 40%; Educational Plan: 60%.

**Gradebook: Setup**

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

Overall grade based on Percentage ☐ Display the final grade in the student view

Percentage100

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

|                                                                                             |    |                                                                               |
|---------------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------|
| Participation 40%                                                                           | 40 | <a href="#">+ Add Graded Item</a> <a href="#">Edit</a> <a href="#">Remove</a> |
| Introduction post and comments on the discussion forum<br><small>Grade type: Points</small> | 10 | <a href="#">Edit</a> <a href="#">Remove</a>                                   |
| Lecture viewing<br><small>Grade type: Points</small>                                        | 10 | <a href="#">Edit</a> <a href="#">Remove</a>                                   |

## Part 2: Welcoming Your Students

# Welcoming Your Students

- ▶ Warm greeting
- ▶ Introduce yourself
- ▶ Purpose of the course
- ▶ Getting Started and Time-Sensitive Tasks
- ▶ Contact Information



# Confirming the Content Page (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? |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----|------------|
| This offering runs from July 1, 2024 to December 31, 2024.                   |                                                                                        |     |            |
| Welcome to the Course (approx. 30 minutes)                                   |                                                                                        |     |            |
| Lecture 0                                                                    | Welcome to the Course (Pinkerton, Haagenson, Chi)                                      |     | ✕          |
| Personal Introduction                                                        | Why are you a TA?                                                                      |     | ✕          |
| Module 1: Introduction to the Job of Teaching Assistant (approx. 20 minutes) |                                                                                        |     |            |
| Overview                                                                     | Everything You Need to Know for Module 1 (Pinkerton)                                   |     | ✓          |
| Lecture 1                                                                    | Introduction to the Roles and Responsibilities of BSPH Teaching Assistants (Pinkerton) |     | ✕          |
| Resource                                                                     | Teaching Team: Who Does What?                                                          |     | ✓          |
| Module 2: Technology (approx. 155 minutes)                                   |                                                                                        |     |            |
| Overview                                                                     | Everything You Need to Know for Module 2 (Pinkerton)                                   |     | ✓          |

# Confirming Dates on the Course Schedule



☐ Include Faculty Name(s) in Description

☐ Mask Available Date

☐ Has Drop Box

☐ Always Available (overwrites "Available" date)

**Dates:** **Available On:**

10/22/2025 12:00 AM

**Due Date:**

**Access Ends:**

☐ Include Faculty Name(s) in Description

☒ Mask Available Date

☐ Has Drop Box

☒ Always Available (overwrites "Available" date)

**Dates:** **Available On:**

10/15/2025 12:00 AM

**Due Date:**

**Access Ends:**

# Checking Dates Not Linked to the Content Page



- ▶ Drop Box
- ▶ Signup Sheet
- ▶ Discussion Forum
- ▶ Quizzes
- ▶ **Online Library items**
  - ▶ Date Controls
  - ▶ Hidden Folders



# 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?                                                                          |
|------------------------------------------------------------|------------------------------------------------------------|-----|-------------------------------------------------------------------------------------|
| This offering runs from July 1, 2024 to December 31, 2024. |                                                            |     |                                                                                     |
| Welcome to the Course (approx. 30 minutes)                 |                                                            |     |                                                                                     |
| Lecture 0                                                  | Welcome to the Course ( <i>Pinkerton, Haagenson, Chi</i> ) |     |  |

## Part 3: Connecting with Your Students

# Send Weekly Course Emails

- ▶ Weekly emails are key to building community and connection.
  - ▶ Course Updates
  - ▶ Content Summaries and Synthesis
  - ▶ Due Dates and Assignment Debriefs
  - ▶ Current Events
- ▶ CoursePlus Tips:
  - ▶ Use the Class Email Tool
  - ▶ Schedule Delivery
  - ▶ Archive and Reuse Past Emails



# Keep the Gradebook Updated

- ▶ Make sure you have linked graded items to CoursePlus tools (Peer Assessment, Discussion Forum, Quiz Generator, Drop Box, In-Lecture Quizzes, Path Finder)
- ▶ Add rubrics when applicable to graded items.
- ▶ Send feedback through the gradebook (attachments, comments)
- ▶ Make sure you have made the grade visible to students!



# Engage with the Discussion Forum



- ▶ Connect the discussion forum to the gradebook for quick and easy grading.
- ▶ Check discussion forum settings.
- ▶ Set alerts to receive notices when students post to the discussion forum
- ▶ Create and follow a discussion forum response plan.
  - ▶ Who responds?
  - ▶ How often?
  - ▶ Within what timeframe?
- ▶ Try to post some current changes or articles in your field.
- ▶ Keep track of any issues or questions students have so you can either address the issue for this or a future offering.

# Check Student Activity

- ▶ Continue to check on student activity beyond just Week 1.
- ▶ Reach out to students who aren't accessing course materials on a regular basis to check in.
- ▶ Faculty Tools – Administrative Reports – Student Activity



# Schedule and Prepare for LiveTalks



- ▶ Update LiveTalk dates as soon as possible.
- ▶ Provide supplemental materials for LiveTalks (readings, speaker biographies, etc.)
- ▶ Make attendance policies, participation expectations, and make-up assignment requirements clear!
- ▶ Use the LiveTalk page for the Zoom link and recording materials!
- ▶ Upload LiveTalk recording materials within 24 hours of your LiveTalk.

## Q&A 2



## Resources and CTL Services



# Resources

## FAQs



## CTL Help and the CoursePlus Faculty Guide

A screenshot of the 'CTL Help: Technical Support for CoursePlus' website. The header features the title in white text over a background image of a modern building at night. Below the title is a white button with the text 'Open Help Call'. A search bar with a magnifying glass icon and the word 'Search' is positioned below the button. At the bottom, there are two buttons labeled 'Faculty' and 'Students'.

## Teaching Toolkit Website

A screenshot of the 'Teaching Toolkit' website. The header includes the logo for the 'BSPH CENTER FOR TEACHING AND LEARNING' and a search bar. Navigation links for 'Home', 'Events', 'Teaching and Learning', and 'Quick L' are visible. The main content area features a welcome message and a large image of a desk with various sticky notes labeled 'Active Learning', 'Collaboration', 'Experience', 'Pedagogical Strategies', 'Discussion', 'Design', 'Teaching Methods', 'Evaluation', and 'Assessment'. Below this image is the section 'About the Teaching Toolkit', which includes a paragraph about supporting faculty and teaching assistants, and a list of popular teaching toolkit destinations such as 'Course Approval Process', 'Course Development', and 'Recording Options'.

# More from CTL

## CTL Blog

### CTL BLOG

[Home](#) [Posts by Category](#) [Teaching Toolkit](#) [CTL Help](#)

June 18, 2026

#### New Feature for Multiple Choice Questions in the Quiz Generator

We cover a small but important update to how multiple-choice questions are displayed and scored.

May 06, 2026

#### Listen & Learn: Recording Podcasts with CTL

A new content format for online courses brings greater efficiency and faster turnaround times.

May 01, 2026

#### Reminder: Access to AY22-23 Courses

## Upcoming and Past Events

### BSPH CENTER FOR TEACHING AND LEARNING Teaching Toolkit

[Home](#) [Events](#) [Teaching and Learning](#) [Quick Links](#)

## Events & Workshops

This is a page dedicated to CTL and other school-sponsored happenings specific to teaching and learning. For other Johns Hopkins Bloomberg School of Public Health events, including those beyond the scope of teaching and learning, please see the [Bloomberg School's Events calendar](#). The [BSPH Academic Calendar](#) may also be of interest.

[Upcoming](#) | [Recording](#) | [Past Recordings](#)

### Upcoming CTL Events and Workshops

Click the event title to see workshop descriptions plus additional event information. Although time and location information is provided for each entry, please click [Register](#) to RSVP when the option is available alongside the description.

|             |   |   |                     |   |   |   |                                                                 |
|-------------|---|---|---------------------|---|---|---|-----------------------------------------------------------------|
| Today       | < | > | Jul 2026 – May 2027 | 📅 | 📄 | 📧 | Schedule                                                        |
| 10 JUL, FRI |   |   |                     |   |   |   |                                                                 |
| 14 JUL, TUE |   |   | 12 – 1pm            |   |   |   | [Picnic PD 2026] HopGPT as a Concierge Service to Promote and : |
| 21 JUL, TUE |   |   | 12 – 1pm            |   |   |   | [Picnic PD 2026] The Human Heart of the Feedback Process in the |

## Teaching Assistantship Training

### BSPH CENTER FOR TEACHING AND LEARNING Teaching Toolkit

[Home](#) [Events](#) [Teaching and Learning](#) [Quick Links](#)

Search site...

[Training for Teaching Assistants](#)

## Teaching Assistantship Training Course

As the saying goes, a great way to learn something is to teach it! Being a teaching assistant (TA) is an excellent way to dive deeper into course topics, master course materials, and gain experience in teaching. TAs also get a behind-the-scenes look at the work that goes into course facilitation and management. The Center for Teaching and Learning (CTL) offers a training course to support current and future BPSH teaching assistants.

[Enroll Now](#)



### Program Overview

The Teaching Assistantship Training Course is a self-paced, online course to train TAs for both online and on-campus courses. It is facilitated by members of the [CTL Instructional Design Team](#) and orient TAs to:

- the roles and responsibilities of their position,
- technical tools,
- teaching tips.

# New AI Series Launching in September 2026!



## **PLAY: Pedagogy, Learning, and AI in Your Classroom**

- ▶ **September 8:** Kickoff Panel on *AI in the Classroom: Necessary Tool, Growing Threat, or Both?*
- ▶ **September 30:** *Get Better at Prompting Generative AI Tools*
- ▶ **October 20:** *Designing AI-Resistant Assessments: Strategies for Authentic Evidence of Learning*
- ▶ **November 10:** *Scale Simulation-Based Learning with AI*

# Workshop Evaluation Survey

AY26-27: <https://forms.office.com/r/u365VgyqzY>

BSPH CTL: Teaching Toolkit  
Workshop Evaluation AY26-27



**We value your feedback!**

Please complete the survey.

*Responses are **anonymous**.*