

Scheduling LiveTalks

Reserve a LiveTalk through the *BSPH CTL LiveTalk Scheduling Website*

Click on the link under Faculty Tools in CoursePlus or navigate directly to <https://jhsphlivetalks.as.me/>. (Courses with large enrollment – over 300 – are provided a different link, which gives multimedia support.)

Choose from length of LiveTalk: 1 hour, 90 min, or 2 hours.

If you need a LiveTalk longer than two hours, your course Instructional Designer (ID) can assist with the special request.

Choose an Available Date & Time

Click on a calendar date to see a dropdown list of times for that day. Select the start time you want and click then click “Continue”.

You can only reserve times that are at least one week from the current date and time. *If you need a LiveTalk that is sooner, speak to your Instructional Designer.*

Enter Your Info

Required fields include course number, course title, your name, your email* (can include multiple addresses to receive notifications), the CoursePlus URL for that section of the course, and the course Instructional Designer.

**In addition to your own email address, consider including the addresses for all main faculty and TAs.*

These fields will always be empty for each new appointment. If you are scheduling more than one LiveTalk, you may wish to keep your CoursePlus course page open in another tab or browser so you can copy & paste the data as text into these fields.

Confirmation of Reservation

With the LiveTalk successfully scheduled, you will see the summary on a confirmation page. In addition, a confirmation email is sent to the addresses entered in with “Your Info” in the prior step. You should save this email. If you realize there’s a mistake in the date and time that is shown on the confirmation page, you have the option to CANCEL or RESCHEDULE the appointment. A copy of all confirmation, cancellation, and rescheduling emails will be automatically sent to your Instructional Designer.

Cancel or Reschedule a LiveTalk Reservation

LiveTalks can be rescheduled or canceled a few different ways:

- by clicking on the links on the appointment’s confirmation page immediately after the reservation is made;
- by clicking on the links in the confirmation or reminder emails;
- or by requesting the ID to get the direct link to the original confirmation page. (This is helpful if the confirmation email was deleted or otherwise can’t be found by the faculty team.)

NOTE that appointments cannot be adjusted for any date and time that is within one week* from the current day. *If you need to cancel or reschedule a LiveTalk sooner than one week away, special permission must be requested. Speak to your Instructional Designer.*

*Large enrollment courses, receiving multimedia support, will be restricted from canceling and rescheduling on their own for any sessions closer than two weeks from the current day.