

Responsibilities Decision Chart: Who Does What

A Checklist for Faculty and TAs

The roles and responsibilities of 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 before the term starts is an important step in organizing a successful course.

Who will be responsible for the following tasks?

For each task, mark who will be responsible with an “X” or the person’s initials under TA or Faculty.

Prior to Start of Term

Date Completed	Task	TA?	Faculty?	Timeframe and/or Notes
<i>To be completed at least 1 month prior to term:</i>				
-	Review previous course and lecture evaluations for data that might enhance course design, curriculum, and facilitation. (See BSPH Course Evaluation System .)			<i>Recommended that this review be done as early as possible.</i>
-	Verify TAs have access to the course using the CoursePlus (CP) Access Management Tool in the “Administrative Tools” group of the site’s Faculty Tools page. Remove anyone who no longer needs access.			<i>TAs must have access in order to edit the course pages and activities.</i>
-	Review and update the course Syllabus using the CP Syllabus Builder . (Refer to the BSPH Syllabus Guidance .)			
-	Review and revise assignments inside CP. Consider: Quizzes , Drop Boxes , Peer Assessments , PathFinders , Surveys , Wikis and verify settings.			
-	Set up Signup Sheets and Groups .			
-	Confirm Discussion Forum setup and subscribe to relevant categories or topics.			
-	Submit eReserves requests through the Welch Library . (Learn how to set up eReserves on the Welch Library site .)			<i>Note the Welch library requests eReserves be submitted at least 4 weeks prior to term. Can be modified as term approaches.</i>
-	Online Courses: Add your LiveTalks to your CP Schedule so they LiveTalk pages. (Learn how to Link a LiveTalk to a Schedule Builder Event and refer to Faculty Instructions for Self-run LiveTalks .)			<i>LiveTalks should be scheduled 4 – 6 weeks prior to term so students can plan accordingly.</i>

Date Completed	Task	TA?	Faculty?	Timeframe and/or Notes
To be completed at least 2 weeks prior to term:				
-	Finalize the course schedule. Verify the available (open) and due dates for Events, Activities & Assignments on the CP Schedule Builder page .			<i>The schedule should be finalized 2 – 4 weeks prior to term.</i>
-	Confirm open, close, and due dates on relevant CP Activities and Assignment tools match those on the final course schedule. (This is for activities <i>not</i> linked to Schedule Builder.)			
-	Review the Online Library resources in the editing view. Make sure to: <ul style="list-style-type: none"> Remove or replace items that are outdated or no longer relevant. Review organization of remaining items using folders. Check “Open” dates and CoursePlus pages linked to folders and individual items. Update assignment or other date-specific documents. Verify all weblinks (library items that are URLs). Verify all resources are digitally accessible. 			<i>Use eReserves for journal and other items accessible through the Welch Library. See earlier section for more information on this Welch Library resource.</i>
-	Edit faculty and TA profiles (including photos) on the CP Faculty Page .			
-	Verify linked CP activities and resources (Discussion Forum, Drop Box, Online Library, Peer Assessment, Quiz, and Survey items) are pointing to the correct Page Builder pages. NOTE: The relevant section(s) must be made visible on the Page Builder page .			
-	Confirm CP Gradebook is setup to match with Syllabus Methods of Assessment.			
-	Request (to CTLHelp@jhu.edu) elevated Zoom permissions for TAs if using Zoom for class session recordings or LiveTalks. (Faculty can be copied on request if they are not making the request themselves.)			<i>Elevated Zoom permissions allow TAs to make cloud recording and automated transcripts.</i>
To be completed at least 1 week prior to term:				
-	Communicate Office Hours on syllabus and/or course schedule. For online Office Hours, create a Schedule Builder event that either (1) links to a CP Page Builder page containing the Zoom link, (2) is a web page event where the URL is the join link, or (3) links to time slot-based signup sheets (Do not display Zoom URL on syllabus nor schedule.)			



Date Completed	Task	TA?	Faculty?	Timeframe and/or Notes
-	Set up course email (if using) via BSPH IT Help Desk (<i>see BSPH portal</i>).			
-	Online courses: Add your LiveTalks Zoom meeting links with embedded passcode for "one click join" to CP LiveTalk page.			<i>This can be done as soon as sessions are unmasked and appear on LiveTalk page.</i>
-	View on-demand or attend relevant training (CoursePlus Refresher, LiveTalk Training, and more).			<i>OUTSIDE COURSEPLUS</i>
To be completed in the week prior to term:				
-	Draft and schedule (or send) a welcome message using CP Class Email tool .			<i>Finalize your message a week prior to term.</i>

During Term: Teaching/Facilitation

Task	TA?	Faculty?	Timeframe and/or Notes
Specific to Timely Communication:			
Conduct office hours (published on CP Syllabus and/or Schedule Builder page).			<i>Recurring Office Hours can be shared on course syllabus.</i>
Share periodic, meaningful term updates to motivate students as Discussion Forum Posts , emails and/or announcements , when warranted.			
Act as primary administrative communicator. (Send reminders about Office Hours, LiveTalks, etc.)			
Monitor the Discussion Forum. (Subscribe and also consider visiting the site daily to read, reply, and/or react to new posts.)			
Respond to questions (individual or group e-mail, Discussion Forum, etc.) regarding assignments .			
Respond to questions (individual or group e-mail, Discussion Forum, etc.) regarding learning content : lectures, Online Library items, and resources linked on the schedule or other pages.			
Monitor BSPH course e-mail account (if using) and respond to other course emails within 24 hours.			<i>Communication expectations can be shared on course syllabus.</i>
Monitor course surveys and evaluations during the term: lecture, LiveTalk, and custom. (Students sometimes ask for help in comments section.)			
Specific to Class Sessions (Synchronous and Asynchronous):			
Send touch-point e-mails either weekly or prior to each module's opening date. Consider including: objectives, connections to prior learning, required readings, and upcoming assignments.			
Create and post accessible agendas for lectures and (online) LiveTalks. Accessible documents, including slides, can be shared in the CP Online Library .			

Task	TA?	Faculty?	Timeframe and/or Notes
Specific to Assignments:			
Coordinate/supervise group work.			
Monitor Drop Box and all assignments. Consider using upload notifications for Drop Box and using filtered email messages to students who have not submitted work.			
Grade assignments . Consider using a rubric-based Gradebook item .			
Share meaningful, timely feedback on assignments using the CP Gradebook.			
Specific to Online Courses:			
Host and record LiveTalks (using Zoom meeting link already uploaded to CP LiveTalk page.)			
Manage LiveTalk chat, polls, breakout rooms, and time-keeping.			Review on-demand LiveTalk Training .
Upload LiveTalk recordings and transcripts to CP LiveTalk page.			
Monitor LiveTalk attendance using both Zoom and CP reports.			

During Term: Administrative

Task	TA?	Faculty?	Timeframe and/or Notes
Post Announcements (important updates) in CP. (Also consider using the email tool .)			Make sure to review campus closure recommendations .
Grant drop/add/withdrawal permission			
Monitor student attendance or course site, lecture, or other access reports . Send filtered email messages to students when there is a concern.			
Respond to requests for and set special permissions/access to learning content (lecture pages , quizzes , etc.).			
Manage grades, including grade changes.			
Online Courses: Coordinate course schedule revisions with CTL ID.			

After Term

Task	TA?	Faculty?	Timeframe and/or Notes
Calculate Final Grades ; share grades with students through CP Gradebook .			
Upload final grades to SIS /registrar by required due date.			<i>This must be completed by faculty.</i>
Schedule meeting with CTL to review and reflect on course.			