Guide for RSPH TAs

Rollins School of Public Health

Communicate

Talk to the instructor and discuss roles, responsibilities and expectations.

Make sure you understand your assigned tasks and keep the lines of communication open between yourself, instructors and support staff.

Responsibilities

Duties are unique to every class and instructor, they may include:

- Taking attendance
- Grading support
- Discussion support, especially online
- Offering office hours
- Answering questions
- Running an online Zoom session for the instructor
- Technology assistance
- Posting announcements
- Posting materials

Be Proactive

Students working fully online can lose their connection to the instructor and peers when learning remotely and feel isolated. Make sure you reach out to students and engage with them.

TAs are an important link and support system.

Always answer student questions within 24 hours.

Learn the Tools

Review the technology tools you will be using for class. Look for training opportunities here at Emory and through the documentation provided by the platforms. Here at Emory technologies might include:

Canvas
Studio in Canvas
Zoom
Panopto (at RSPH)
Poll Everywhere

Outcomes

Review the course before it begins and understand the arc of the course, the objectives, the assignments, and the instructor's priorities and desired outcomes.

The more you know about the course, the more you are an asset to the instructor and students.

Timely Grading

Make sure any grading is done in a timely fashion and grades are released well in advance of class activities that may be dependent on graded assignments.

Accurate time frames are even more important if you rarely or never meet face-to-face.

Groups

Some courses utilize Canvas Groups. Be sure to watch the video and read the page in the course on Groups.

Go to the People menu in the Canvas course and look for the tabs at the top next to 'Everyone' under each tab are the groups in that course. Post a message in each Group space.

Review the platforms that support group work including Canvas and Zoom Breakout Rooms.

Zoom

Every student has a Zoom account they can access at emory.zoom.us

They should login exactly like they login to Canvas, with their NET ID (the first part of the shorter Emory email address each person at Emory receives - netid@emory.edu) and their campus password.

Make sure students are aware they can also use this for meetings with peers and for office hours with you.

.

What instructional designers do.

Builds courses in Canvas, using HTML, graphics and accessibility principles

Answers questions about Canvas, Zoom, Panopto, Studio, Poll EV, & learning technologies

Suggests technology for course activities and assignments

Understands creating learning communities online

Reach out:

- Reach out to the ID for help with:

- How To Use: Canvas, Panopto, Studio, Zoom, Qualtrics, Poll EV, Padlet,etc
- Testing technologies before using
- Broken links, glitches and errors
- Adding or removing material in Canvas
- Help with Canvas Groups
- Suggestions for technology use
- Building new Canvas resources

- Go to the course instructor for help with:

- Syllabus and course schedule
- Course content
- Grading policy
- Teaching strategies
- Course policies
- School and departmental information and requirements

Other help:

[Gradebook in Canvas](#)

[Canvas Training at Emory](#)

[Canvas Basics Guide](#)

[Canvas Roles and Permissions](#)

[Learning Canvas on Demand through Emory](#)

[Studio in Canvas](#)

[Zoom Documentation](#)

[Zoom Best Practices](#)

[Teaching with Zoom](#)

[Teaching Resources](#)