School of Pharmacy Course Support Guidelines

Area	Function	As requested, staff members can:	Notes
BlackBoard	Syllabus	Format and post syllabus	
	Assignments	Upload instructions for all course assignments Transfer submitted electronic assignments to a jump drive	**Assignments that will be graded online** should be submitted through the assignment link with the following naming convention: <u>Individual assignments:</u> LastNameFirstInitial_Course Number_AssignmentName For example: MartinS_Pharm1000_ClinicalTrialReview <u>Group assignments:</u> GroupLetter_CourseNumber_AssignmentName For example: GroupC_Pharm1000_ClinicalTrial Review **Assignments not being graded online** should be submitted as in hard copy from the students.
	Handouts	Upload handouts	Handout timeline: When class session is scheduled for Monday, Tuesday, or Wednesday - handouts are to be posted by noon the Friday prior. When class session is scheduled for Thursday or Friday – handouts are to be posted by noon the Tuesday prior.
	Grades	Enter assignment and test scores into BlackBoard grade book	All calculations for tests, quizzes and final grades must be completed by the course coordinator, faculty member, and/or teaching assistants. All assignments/handouts/exams will be discarded three weeks after the final grades are made available to students.
Exams	Compiling exams	Assemble and copy exams Create a seating chart	Formatted exams should be submitted by the course coordinator to the course support person at least two business days prior to the date of the exam. When staff members are requested to assemble exams, please submit questions at least five working days prior to the date of the exam in the following format: Font style – Times new, Font size – 11, answer options in lower case, bold correct answers.

Dropbox	Sharing documents	Share files between staff and faculty through Dropbox.	Use of Dropbox can be utilized via iPad technology or the desktop.
Turning Point	Slide preparation	Convert PowerPoint slides into Turning Point slides	PowerPoint slides should be provided at least two business days prior to class session in which they will be used, along with a specific request for needed Turning Point features.
Standardized patients	SP taping	Tape SP sessions	Taping of SPs occurs in the Simulation Lab with the coordination of responsibilities between course support staff and SP coordinator (Samantha Martin). Approval for establishment of SPs in a course is part of the course review process and should be submitted to the Curriculum Committee for review and approval. The SP process is a pre-defined process that calls for a request to the School of Medicine for standardized patients a minimum of 60 days in advance. Dr. Pater is the liaison with the School of Medicine regarding SPs.
	Distribution of recorded material	Distribute the recorded material electronically to students	
Room reservation	Final exam and lecture room	Schedule final exams and lecture rooms	Final exams and lecture rooms are scheduled by staff members in Student Services
	Small group sessions	Schedule small group sessions and other meeting rooms	Video taping session in 810 Salk Hall (A through E) have priority for the classroom use.
Classroom support	Technology support	Provide emergency classroom technology support	Direct telephone contact to John Smith (412-648-8362). In the event that he is not available, the phone forwards to his cell phone. Alternative contact is TJ Pile (412-383-6972). Each professional class has two student experts who have volunteered to trouble-shoot technology issues that arise in the classroom. Those individuals have attended training and have reference sheets to assist in trouble-shooting technology issues. Course support staff member may be contacted in an

			emergency situation to try to assist with technology support. At the conclusion of the class session, faculty should shut down technology equipment.
Classroom support	Medical emergency assistance		Salk Hall medical emergency assistance can be provided by the School of Dental Medicine, Department of Anesthesiology at 412-648-8621. Posvar Hall medical emergency can be provided by campus police at 412-624-2121 or by dialing 911.

Guidelines approved 8/2012