

# HSCB Instructor Guide

## Welcome!

Thank you for signing up to be an HSCB Instructor! I am so happy to have you in this program. I wanted to create a Quick Reference Guide for anything you might need as an instructor in the HSCB program. I am sure you have taken the excellent CBE Instructor Course already, but I thought a short and quick guide might be helpful too. Also, please feel free to reach out to me with anything you need at any time! Thank you again!

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## Course Design and Layout

Most of our students are experienced healthcare workers, who seek to leverage their prior knowledge and experience to complete their degree. Students in this program tend to complete their work in a few different ways; going through and methodically completing in a “binge”, working at odd hours or overnight, working through one course in its entirety before beginning another, etc. For these reasons, all of the courses are asynchronous and competency-based.

Generally, the courses are designed as follows:

- Modules
  - Pre-Test
    - Tests student’s current knowledge
  - Instructional Content
    - Web sites, journal articles, videos, etc.
  - Post-Test or Assignment
- Course Project
  - Culminating final project for the course
- Final Post Test
  - Course post-test

## **Copying a course from Master/Dev shell to current term shell**

<https://www.pcc.edu/online/faculty/technical/copy-course-content-to-a-new-course/>

Follow these directions to copy an existing course or development/template into a new course.

1. Go to your empty course offering or destination course
2. Click on **Course Admin** from the navbar
3. Click on **Import / Export / Copy Components**
4. Click on the radio button next to **Copy Components from another Org Unit** (default-should already be selected)
5. Click on the **Search for offering** button
6. Click on the **Search** button to see the list of courses that you have access to and select the course you want to copy and click **Add Selected**.
  - **Note:** Make sure you select the right course to copy. There's no reset button in D2L. If you copy the wrong course, follow [these directions](#) to remove content from your course before you re-copy: Remove all content in your D2L course.
7. Click **Copy All Components**.
8. The process may take a few minutes. Make sure you get the green check mark to indicate the copying process has been successfully completed.
9. George is our go-to guy in CID for any help or issues with this: [George.swindell@tamuc.edu](mailto:George.swindell@tamuc.edu)

## **Course Preparation**

Once your course is loaded into the shell for the term, please be sure to go over it methodically and ensure that it is ready for students. While I try to ensure that all components are working in the Dev Shell between terms, some things can be missed, stop working since I last checked, or automatically default by D2L. Some things to check are:

- Ensure that all areas are set as visible to the students. When a course is copied over from a Dev Shell into a Course shell for the term, D2L defaults to making everything hidden. **You have to go to each item (tests, assignments, etc) and switch on the Visibility.**
- Provide a personalized welcome note, or instructor introduction
- Ensure the syllabus is the correct version for the term and contains your contact information
- Ensure all quiz questions are present
- Ensure all links are still working

## **Course Grading**

If you should need to adjust a student's grade at all, there is a fairly simple way to do it. In the Grades section, D2L defaults to Standard View. There is a button that says Switch to Spreadsheet View. Click that and it makes the grades editable. Just be sure to click Save at the bottom when you are done.

Rubrics for assignments are a best practice, but not a requirement. There are many styles you can find online, and there are some basic ones included in D2L that can be loaded. Many of the assignments have them already, but just in case you would like to change or add one, here is a link to let you know how to add a rubric to an assignment:

[https://documentation.brightspace.com/EN/semester\\_start/-/instructor/attach\\_rubric\\_to\\_assignments\\_folder.htm](https://documentation.brightspace.com/EN/semester_start/-/instructor/attach_rubric_to_assignments_folder.htm)

## **Entering Final Grades for the Term**

There are two different processes that you can use to submit final grades. Please feel free to use whichever method you are more comfortable with.

### **Traditional Method:**

1. Log into myLEO at <https://leoportal.tamuc.edu/uPortal/f/welcome/normal/render.uP>
2. Select: Faculty Resources tab
3. Select: Faculty Final Grades
4. Select: Term
5. Select: Course
6. Select: Submit
7. Input letter grade under "Grade"
8. Select: Submit

a.

Please note that "F" grades **require** listing a last date of participation/attendance on the grades export screen.

**Always** verify the grades have transferred by checking worksheet in Banner.

If you should have any questions or concerns regarding the new method of grading, please contact [Online@tamuc.edu](mailto:Online@tamuc.edu) for assistance.

### **Things to note:**

-If a student is being assigned an 'F' for a final grade, you will need to provide the last date of activity for that student.

-Since we have two CBE terms that are back to back, please feel free to submit the grades for the students that have already completed early. This will help both the students and Advisors to accurately assist in scheduling classes in the coming up term.

-Remember the grading system for our CBE courses is A,B or F