

Just in Time Teaching

Manual for JiT Platform

Table of Contents

Sections

<i>Sign Up/Log In</i>	2
Administrators (i.e. Instructors & TAs)	3
<i>Assignments</i>	3
<i>Create/Edit Assignment</i>	4
<i>Questions Submitted for Assignment</i>	5
<i>Comments</i>	6
<i>Student Statistics</i>	7
<i>Student Homework</i>	8
Users (i.e. Students)	9
<i>Phases</i>	9
<i>Writers</i>	10
<i>Promoters</i>	11

Sign Up/Log In

Just in Time Teaching

Role: not logged in Home Sign out

Logged in as: not logged in

Sign Up

Name

Name: full name (i.e. first and last); will be anonymous

Email (must be your @brandeis.edu address)

Email: @brandeis.edu e-mail only

Password (8 characters minimum)

Password confirmation

[Log in](#)

Name: full name (i.e. first and last); will be anonymous

Email: @brandeis.edu e-mail only

Just in Time Teaching

Role: not logged in Home Sign out

Logged in as: not logged in

Log In

Email

Password

☐ Remember me

[Sign up](#) [Forgot your password?](#)

Link to create an account

Administrators (i.e. Instructors & TAs)

Assignments

Upon signing in as an administrator, you will be directed to a table containing a list of all of your posted assignments. The current assignment (“current” label is set during assignment’s creation) will be shaded in gray. From this page...

- ... you can access a list of all the questions (and comments) submitted by students for a given assignment.
- ... create new assignments and [edit](#) or [delete](#) existing ones. New assignment will be added to the bottom of the table.
 - The students will see only those prompts (for Writers) and promotions (for Promoters) associated with the assignment you set as “current.”

The screenshot shows the 'Just in Time Teaching' interface. The header includes the site name, a login status 'Logged in as: Professor X', and navigation links for 'Role: Administrator', 'Home', and 'Sign out'. A sidebar on the left contains links for 'List of Users' and 'List of Assignments'. The main content area is titled 'Assignments' and features a table with four columns: 'Title', 'Due Dates', 'Questions Submitted', and 'Editing Buttons'. The table lists two assignments, with the first one shaded gray to indicate it is the current assignment. Below the table is a 'New Assignment' link. Annotations with arrows point to the shaded row, the 'New Assignment' link, the 'Questions List' link in the table, and the 'Edit Delete' buttons in the table.

Title	Due Dates	Questions Submitted	Editing Buttons
Assignment 1	Writing: January 1, 2015 at 12:00AM Promoting: February 28, 2015 at 12:00AM	Questions List	Edit Delete
Assignment 2	Writing: March 3, 2015 at 12:00AM Promoting: March 10, 2015 at 12:00AM	Questions List	Edit Delete

Annotations:

- Current Assignment is shaded
- Current assignment is shaded.
- New Assignment
- Link to create a new assignment
- Link to questions submitted for this specific assignment
- Edit or Delete this assignment

This is your Home page, accessible anywhere on the site from the black site header by clicking [“Home.”](#)

Create/Edit Assignment

When you create a new assignment or edit an existing one, you will be taken to a form to fill in or edit the details of the assignment.

- Up to three (3) prompts may be posted for each assignment.
 - You have the option of selecting the percentage of questions submitted that will be shown to Promoters for each prompt. If you have chosen to reveal the prompt to the Promoters for the given assignment, you must enter a percentage (up to 100) representing the number of submitted questions Promoters are to promote. If you do not want Promoters to promote submissions for this prompt, leave this number at 0.
- Set two (2) due dates corresponding to the end of the writer and promoter phase, respectively.
- Select the radio button “Current” to mark this assignment as the current one.
 - Only one assignment may be marked “Current” at any time.
- Save any changes by clicking the “[Update/Create Assignment](#)” button at the bottom of the page.
 - Changes will be reflected in the List of Assignments table on the Assignments page ([Home](#)).

Just in Time Teaching Role: Administrator Home Sign out
Logged in as: Professor X

List of Users
List of Assignments

Edit Assignment

Title
Assignment 1 ← **Assignment Title**

Prompt 1
Is the Ecological Footprint too simplistic? ← **Up to 3 prompts**

Show 50 % of submissions to Promoters
Note: If the above percentage is 50 and there are 40 questions submitted for this prompt, promoters will be asked to complete promotions on a subset of 20 of those questions.

Prompt 2
How does the Ecological Footprint address waste flows?

Show 0 % of submissions to Promoters ← **Enter % of submissions for this prompt to show to promoters**

Prompt 3
Are there any standards set for Ecological Footprint assessments?

Show 0 % of submissions to Promoters

Writing due
2015 January 1 00:00

Promoting due
2015 April 28 00:00 ← **Enter due dates for two phases**

☐ Current ← **Set this assignment as current**

Update Assignment ← **Save this assignment**

Back to Assignments

Questions Submitted for Assignment

In the List of Assignments table on the Assignments page is a link (i.e. [Questions List](#)) to all of the students' submitted questions.

- Questions are presented in tabular form and separated by prompt, since an assignment may have up to three prompts associated with it.
- Questions are ranked based on the percentage of upvotes the question received during the promoter phase.
 - Highest-ranked questions appear at the top of each prompt table, for easy access to those questions which should be discussed in the next lecture (highest number of promotions or upvotes by Promoters).
- You will see the question content (i.e. Question), the name of the writer (i.e. Writer), a link to the promoter comments associated with that question (i.e. [Comments](#)), and a rating in terms of percentage resulting from the number of promotions it received.
- The Favorite column allows you, the professor, to select those questions that you believe are worth discussing.
 - To select a favourite question, click on the toggle button "Select;" likewise, to deselect a favoured button, toggle "Deselect." The questions you select will be highlighted in gray.

Just in Time Teaching Role: Administrator Home Sign out
Logged in as: Professor X

List of Users
List of Assignments

Questions Submitted for Assignment

Questions to be shown to class are shaded.

Sorted based on rating percentage

Prompt 1: Is the Ecological Footprint too simplistic?

Favorite	Question	Writer	Comments	Student Rating
<input type="button" value="Deselect"/>	How does habitat fragmentation lead to speciation?	Sally Sue	Comments	100.0%
<input type="button" value="Select"/>	How much of our resources are lost in the process of completing a nutrient cycle?	John Jo	Comments	100.0%
<input type="button" value="Deselect"/>	Can you explain the difference between a keystone species and an indicator species?	Billy Bob	Comments	
<input type="button" value="Select"/>	I do not understand what allopatric speciation means.	Jane Jean	Comments	
<input type="button" value="Select"/>	How do bacteria create and release nitrogen into soil?	Betty Bee	Comments	

Select or deselect favorite questions

Link to comment list

Prompt 2: How does the Ecological Footprint address waste flows?

Favorite	Question	Writer	Comments	Student Rating
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Comments

Clicking on the comments link (i.e. [Comments](#)) from the Questions Submitted for Assignment page will take you to a page of comments submitted by Promoters while they were reading/promoting their classmates' questions.

- Comments are optional in the promoter phase, but those submitted for a particular question will be viewable on this page.
 - The name of the promoter associated with a given comment is also displayed.

The screenshot shows the 'Just in Time Teaching' web application. The top navigation bar includes the site name, a user role of 'Administrator', and links for 'Home' and 'Sign out'. A sidebar on the left shows the user is logged in as 'Professor X' and provides links to 'List of Users' and 'List of Assignments'. The main content area is titled 'Comment Submitted for Question' and displays a specific question: 'How does habitat fragmentation lead to speciation?'. Below the question, a table lists the comments. The first comment is 'I would like to hear more about this as well.' by 'Billy Bob'. An arrow points from the text 'Comment submitted by promoter for this question' to the comment text, and another arrow points from 'Author of comment' to the promoter name 'Billy Bob'. A 'Back to Questions List' link is located below the table.

Comment	Promoter
I would like to hear more about this as well.	Billy Bob

Back to Questions List

Student Statistics

From the sidebar, you can also access a page (i.e. [List of Users](#)) that contains statistics regarding each student in the class. Beside student names and email addresses...

- ... is the “Submissions” column of the table, which includes a link (i.e. [Student homework](#)) to a page that displays all of the questions submitted by the particular user for all assignments.
- are the “Questions” and “Promotions” columns, which contain the total number of questions and promotions, respectively, that a particular user has submitted for all assignments.
- ... are two columns that give a percentage describing the promoter merit of that user.
 - The “Promoter Merit (Professor)” percentage is calculated based on how often Promoters promoted the questions favorited by the professor in the questions list.
 - Formula:
 - Sum of times the student chose to discuss a question favorited by the professor divided by the sum of times the student saw a question favorited by the professor
 - The “Promoter Merit (Student)” percentage is calculated based on how often Promoters promoted questions that ended up in the top quartile of all questions promoted for that prompt.
 - Formula:
 - Sum of times the student chose to discuss a question that ended up in the top quartile of all questions submitted for that prompt divided by the sum of times the student saw such a question
 - These two statistics of promoter merit are meant to provide a crude measurement of how “successful” of a reader/analyzer a promoter is.
- Users may also be removed from the platform by clicking the [Delete](#) link within the “Remove” column.

Just in Time Teaching

Logged in as: Professor X

Role: Administrator Home Sign out

List of Users

List of Assignments

Student Statistics

Student	E-mail	Submissions	Questions	Promotions	Promoter merit compared to professor		Remove
					Promoter Merit (Professor)	Promoter Merit (Students)	
Billy Bob	billybob@brandeis.edu	Student homework	6	2	50%	100%	Delete
Jane Jean	janejean@brandeis.edu	Student homework	4	5	0%	0%	Delete
Sally Sue	sallysue@brandeis.edu	Student homework	4	6	0%	100%	Delete
Lola Lou	lolalou@brandeis.edu	Student homework	3	0	0%	0%	Delete
Betty Bee	bettybee@brandeis.edu	Student homework	4	4	0%	0%	Delete
John Jo	johnjo@brandeis.edu	Student homework	2	0	0%	0%	Delete

Link to all submissions for this student

of total questions submitted

of total promotions completed

Remove user

Student Homework

The [Student homework](#) link of the Student Statistics page will direct you to a page of all the questions submitted by a particular student for all assignments posted thus far.

- Each prompt of the assignment is displayed on its own row (i.e. Assignment Content), beside the question submitted by each Writer (i.e. Question Submitted).

Just in Time Teaching

Role: Administrator Home Sign out

Logged In as: Professor X

List of Users

List of Assignments

Billy Bob's Submissions

Assignment Title	Assignment Content	Question Submitted
Assignment 1 (Prompt 1)	Is the Ecological Footprint too simplistic?	Can you explain the difference between a keystone species and an indicator species?
Assignment 1 (Prompt 2)	How does the Ecological Footprint address waste flows?	I have not done the reading, sir, and so cannot comment on the prompt.
Assignment 1 (Prompt 3)	Are there any standards set for Ecological Footprint assessments?	Please forgive me for not having finished the unit.
Assignment 2 (Prompt 1)	What concept in the chapter on speciation did you find most confusing?	What are abiotic and biotic factors that effect populations?
Assignment 2 (Prompt 2)	What calculation was most difficult to understand from the ecology chapter?	Phosphates are lost in runoff. What is the most environmentally friendly way of regaining phosphorus in soil?
Assignment 2 (Prompt 3)	What questions do you have regarding nutrient cycles?	

Back to Users

Users (i.e. Students)

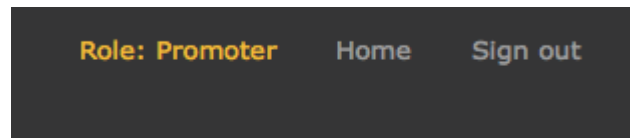
Phases

The Just in Time Teaching paradigm splits assignments into two phases, a Writer Phase and a Promoter Phase.

- The first phase consists of posting questions to be discussed during the next lecture regarding confusing material to students.
- During the second phase, these previously-posted questions are rated/promoted; (some of) those questions that receive the highest number of promotions are chosen by the professor to be discussed in the next class.

For each assignment, you, the student, will be assigned either a Promoter or a Writer Role.

- Roles will change from assignment to assignment. Be sure to check your role each time a new assignment begins, as different roles perform different tasks at varying times (i.e. during their respective phases of the assignment). To discover your role for a given assignment, review the black site header upon logging in - your role will be displayed there.



- Upon logging in, you will be automatically directed to the appropriate view corresponding to your role for the current assignment.

Writers

If you are assigned a Writer role and the current assignment is in the Writer Phase, you will be taken to a page containing up to three text boxes. There will be a prompt associated with each text box. Be sure to save each prompt response. You may edit your questions until the writer phase ends.

The screenshot shows the 'Just in Time Teaching' interface. At the top, a dark header bar contains the site name 'Just in Time Teaching' on the left, and user information 'Role: Writer', 'Home', and 'Sign out' on the right. Below the header, a grey sidebar on the left displays 'Logged in as: Sally Sue'. The main content area is titled 'Writer Phase' and includes a red warning: 'The Writer phase ends on March 3, 2015 at 12:00AM.' Below this, the first prompt is 'What concept in the chapter on speciation did you find most confusing?'. To the left of this prompt, an annotation 'Indicates due date for writers' has an arrow pointing to the red warning. To the right, an annotation 'All prompts for assignment' has an arrow pointing to the prompt text. Below the prompt is a text box containing the placeholder text 'What is a yield factor?'. Underneath the text box is a 'Save' button, which is pointed to by an annotation 'Save each response'. Below the first prompt and text box is a second prompt: 'What calculation was most difficult to understand from the ecology chapter?'. Below this second prompt is another empty text box.

Just in Time Teaching

Role: Writer Home Sign out

Logged in as: Sally Sue

Writer Phase

The Writer phase ends on March 3, 2015 at 12:00AM.

What concept in the chapter on speciation did you find most confusing?

Content

What is a yield factor?

Save

What calculation was most difficult to understand from the ecology chapter?

Content

Indicates due date for writers

All prompts for assignment

Save each response

Promoters

If your role is Promoter and the current assignment is in the Promoter Phase, you will see a page containing up to three tables (each corresponding to one of the assignment's prompts, if more than one was posted by the professor) with a variable number of questions that you must rate. You will either mark a question as something you want to "Discuss" in class or something you want to "Pass". You may also leave an optional comment to justify your rating. Be sure to save each of your ratings.

Just in Time Teaching
Logged in as: Sally Sue

Role: Promoter Home Sign out

Promoter Phase

The Promoter phase ends on February 26, 2015 at 12:00AM.

Indicates due date for promoters

Choose to discuss or pass a question. Add an optional comment

Question	Rating
Is the Ecological Footprint too simplistic?	
How do bacteria create and release nitrogen into soil?	<input type="radio"/> Discuss <input type="radio"/> Pass Optional Comment <input type="text"/> <input type="button" value="Save"/>
How much of our resources are lost in the process of completing a nutrient cycle?	<input type="radio"/> Discuss <input type="radio"/> Pass Optional Comment <input type="text"/> <input type="button" value="Save"/>

When you have completed all of the ratings assigned to you for each of the questions submitted per assignment prompt, you will be told that you have completed the assignment.

Just in Time Teaching
Logged in as: Sally Sue

Role: Promoter Home Sign out

Promoter Phase

The Promoter phase ends on February 26, 2015 at 12:00AM.

Indicates that you have completed all assigned promotions for this prompt

Is the Ecological Footprint too simplistic?
You have completed all the promotions for this prompt.

How does the Ecological Footprint address waste flows?
You have completed all the promotions for this prompt.

Are there any standards set for Ecological Footprint assessments?
You have completed all the promotions for this prompt.