# Just in Time Teaching

## Manual for JiT Platform

# Table of Contents

## Sections

# Sign Up/Log In



Name: full name (i.e. first and last); will be anonymous
Email: *@brandeis.edu* e-mail only

# 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."



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).

# 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 favourited button, toggle "Deselect." The questions you select will be highlighted in gray.

# 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.

# 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.

# 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**
Logged in as: Professor X

Role: Administrator     Home     Sign out

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.
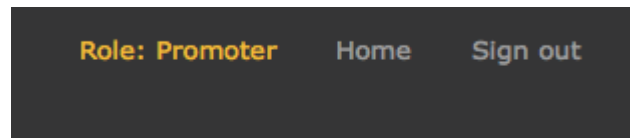


- Upon logging in, you will be automatically directed to the appropriate view corresponding to your role for the current assignment.

# 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.

# 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.



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.