Login page: *http://xxxxxxxxx*

CityU BMS Online System
for TA Assignment

Username

Password

Select Your Role

Student ▲

Student
Administrator

Administrator:

Username: **goadmin**
Password: **ta2019**

For student, the **username** is their **student. No.**

And the passwords were **randomly** generated.

Welcome to BMS Online System for TA Assignment!

(2019 ~ 2020)

I. Please read the following information before submission

CITY UNIVERSITY OF HONG KONG
DEPARTMENT OF BIOMEDICAL SCIENCES

Supplementary Practical Guideline for Teaching Assistant Assignment

Objective

This supplementary guideline is designed to enhance the teaching quality of Teaching Assistants (TAs) and encourage good communication between Course Leaders and TAs, while TAs can enhance their pedagogical skills from actual teaching experience during their graduate education.

The guideline is prepared based on the Framework for Teaching Assistant (TA) Assignments for Research Degree Students from School of Graduate Studies, and the University Assessment Policy and Principles for Taught Programme from the Office of Provost, which have clearly defined the roles and responsibilities of Programme Leaders, Course Leaders and Teaching Assistants.

Range of duties

As required by the University, postgraduate studentship recipients are required to perform departmental TA duties for not more than 10 hours per week on average of teaching and/or research support duties as assigned by the Department. The exact average hours per week depend on the funding schemes and apply for all weeks of the entire year, excluding one month of vacation leave and public holidays. Also, students should be assigned to work with staff other than their principal supervisor(s). Exceptional cases with strong justification may be considered.

Assignment of duties

Before the semester begins, Course Leaders should provide specific requirements of the TA duties of their courses, for example, working date and time, duty descriptions and preferred qualification. Teaching Assistants should fully understand the work requirements and duties before submitting their preferences. The Department will strive to appropriately assign TAs to courses according to their academic interest and ability, but reserves the right to assign TAs to any course.

The number of TAs assigned to individual courses will depend on the total TA workload specified by the Course Leader. In principle, courses with practical sessions will have no more than 4 TAs, while courses with only lectures will have no more than 2 TAs. Course Leaders may request for more TAs with justifications for Programme Leader's consideration.

During the course

Maintaining frequent communication between Course Leaders and TAs during the course is essential. The Course Leaders are responsible for the TA performance quality. They should work together to enhance the teaching quality and to achieve the intended course learning outcomes. Any issues related to the lab practical needs to report to the Course Leader immediately.

Course Leaders are obligated to clearly define the TA roles and responsibilities, such as laboratory pre-training and pre-lab talk, while TAs are also obliged to clearly understand their roles and responsibilities. Course Leaders are encouraged to provide constructive feedbacks to TAs on their performance on a regular basis.

Performance evaluation

The performance of TA will be assessed mainly by Course Leaders and TLQ[1]. TAs with good performance can be nominated by Course Leaders and they will be awarded with an excellence in TA performance certificate.

Feedback

If TAs have any comments, suggestions or complaints on the course, they should raise questions immediately to Course Leaders first. If the TA is not satisfied with the outcome, he/she may discuss the matter with the Programme Leader. Programme Leader will further report the case to Head of Department if needed.

II. Course Information

Show 10 ▾ entries   Search: _____

	Year/.Semester	Course.Code	Course.Title	Course.Leader	Course.Abstract	No.of.TAs.required	TA.1	TA.2	TA.3	TA.4	TA.5	TA.6	TA.7	TA.8	Special.Requirements
1	2019-20/A	BMS2001	Medical Microbiology	Dr LE Thi Nguyet Minh	Microbes can live in almost any environment, and they play essential roles in our planet. This course introduces microbiology from a systems perspective, including microbial diversity, as well as inte...	2	Practical (Teaching), Test paper/quiz marking, Help in tutorial activities	Practical (Teaching), Test paper/quiz marking, Help in tutorial activities							Expertise of TA: molecular biology background
2	2019-20/B	BMS4008	Clinical Immunology	Dr MOK Mo Yin Temy, Dr Kei Hang Katie	This course covers basic knowledge of molecular and cellular immunology of innate and adaptive immunity, and the development of various clinical and disease conditions when abnormalities of these immu...	2	Tutorial (Teaching), prepare quiz	Tutorial (Teaching), prepare quiz							
3	2019-20/B	BMS4301	Cancer Biology	Dr LE Thi Nguyet Minh	Cancer has a profound impact on not only the individual, but also the entire society. A better understanding of the biology of cancer has led to improved detection and more effective treatments. This ...	2	Tutorials (Teaching), assignment marking and exams	Tutorials (Teaching), assignment marking and exams							
4	2019-20/B	BCH2072	Lab Course for Cell Biology & Biochemistry	Dr MA Chi Him Eddie	This course aims at providing students with hand-on experience of working on the bench with basic cell biology and biochemistry. This course emphasises on the acquisition of experimental skills and te...	2	Practical (Teaching), Pre-Lab	Practical (Teaching), Pre-Lab							Molecular Biology/ Neuroscience

Showing 1 to 4 of 4 entries

Previous 1 Next

III. Select Course and Submit

(Note: The system will take Course Leaders' preference first. More details could be found in Part I.)

1st Choice

None	▼

Optional: Enter here any additional supporting comments such as your background and strength (< 200 characters)

(200 characters left)

2nd Choice

None	▼

Optional: Enter here any additional supporting comments such as your background and strength (< 200 characters)

(200 characters left)

3rd Choice

None	▼

Optional: Enter here any additional supporting comments such as your background and strength (< 200 characters)

(200 characters left)

(Note: Make sure you have read all relevant documents and ticked the following checkboxes before you click the 'Submit' button)

☐ **I have read the "** Framework for Teaching Assistant (TA) Assignments for Research Degree Students **"**

☐ **I have read the "** University Assessment Policy and Principles for Taught Programme **"**

☐ **I have read the "** Supplementary Practical Guideline for Teaching Assistant Assignment **"**

☐ I understand the final selection will be based on mutual selections between students and course leaders, and if not selected by the course leader, there is a possibility to be randomly assigned to other courses

Submit

Help & Contact Information

General Enquiry

M: ▓▓▓▓▓ ▓▓▓
Email: ▓▓▓▓▓▓▓▓ ▓▓▓
Phone: ▓▓▓▓▓▓▓ ▓▓▓
Office: ▓▓▓▓▓▓

Online System Enquiry

Mr QI Lin
Email: ▓▓▓▓▓▓▓▓▓▓▓
Phone: ▓▓▓▓▓▓▓

II. Manage student submission

(0) Generate students' accounts and send emails   (1) Update student submission   (2) Confirm all student submission   ⬇ (3) Export submission

IV. Upload new TA assignment to replace the current one

Upload new TA assignment file

Browse... | No file selected

Confirm new TA assignment   Send Preliminary Results Email to CLs

V. Notification

Send final results to CLs   Send final results to students

II. Manage student submission

(0) Generate students' accounts and send emails | (1) Update stud

1. This button will generate accounts and send emails to students for the first time.

bmstas@cityu.edu.hk
周六 2020/7/11 23:22
收件人: QI Lin; bmstas@cityu.edu.hk

Dear QI Lin,

We are pleased to invite you to participate in the Teaching Assistant (TA) Assignment for the academic year 2020-21. Please log on to the Online TA Assignment System (http://███████████████) to submit your TA preferences by 17 July 2020. Your username and password are listed below.

Your username and password: (There is no space in front)

• Username: ███████
• Password: gvK#kJM&

You may wish to note the following points before submission of your preferences in the system:

· Read the descriptions and expected TA duties of individual courses on the system.

· You are encouraged to discuss the TA duties with your supervisors in advance.

· Some courses will be offered in the evening or Saturday to accommodate the part-time MSc students..

· You will be asked to submit up to 3 course preferences, according to your strength and research interest. Please follow the step-by-step instructions on how to submit your preferences on the system.

After collecting your preferences the system will assign a course to you for each semester, giving consideration to your indicated preferences and number of vacancies. In order to have a better chance for successful allocation, it is strongly suggested that you should indicate as many choices as possible. If you do not submit any preferences during the period, or the course(s) you have selected have all been filled up, the system will randomly assign a course to you.

The results for TA assignment will be released in late July via email.

If you have any questions, please feel free to contact ███General Office. Thank you.

This is an automatically generated email, please do not reply.

The alert will be shown if the accounts were already generated

says:

Students' accounts exist!

OK

Admin Page II :
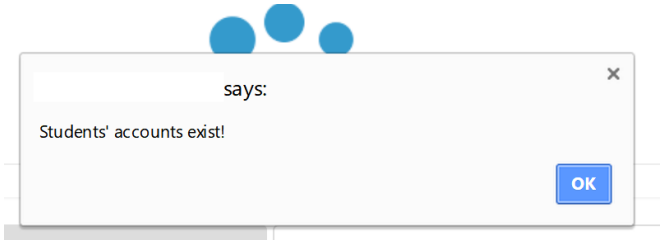
2. Update student submission will show a table of current submission

3. Please Update student submission before confirm all student submission!

4. Export students' submission

II. Manage student submission

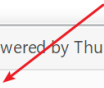| (0) Generate students' accounts and send emails | (1) Update student submission | (2) Confirm all student submission | ⬇ (3) Export submission |

Show 10 ▾ entries

Download - Cloud acceleration is powered by Thunder

student_submission.xlsx
6 KB - Done

📄 Open

| Student.No | Name | Supervisor | Email | Resea |

Admin Page:

	Year/.Semester	Course.Code	Course.Title	Course.Leader	No.of.TAs.required	Preferred.TA	TA	Student
1	2019-20/A	BMS2001	Medical Microbiology	Dr LE Thi Nguyet Minh	2			bms2001,
2	2019-20/B	BMS4008	Clinical Immunology	Dr MOK Mo Yin Temy, Dr Kei Hang Katie	2		Mohammad Khan,	Mohammad Khan,
3	2019-20/B	BMS4301	Cancer Biology	Dr LE Thi Nguyet Minh	2		102, Mohammad Khan	test3, Mohammad Khan
4	2019-20/B	BCH2072	Lab Course for Cell Biology & Biochemistry	Dr MA Chi Him Eddie	2		5452, 5476	545, 547

Test table

Putting course leader(s) preference in the first place followed by students' choices and make sure the workload of each TA be approximately equivalent.

Admin Page: III. Optimize TA assignment

(2) Confirm and save the assignment result   (3) Export the assignment result

says:

Final TA Assignment confirmed and saved!

OK

(3) Export the assignment result   Send Preliminary Re
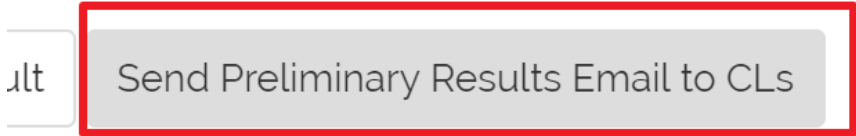
Download - Cloud acceleration is powered by Thunder

TA_assignment (1).xlsx
6 KB   - Done

student_submission.xlsx
6 KB   - Done

Student name

	A	B	C	D	E	F	G	H
1	Year/.Semester	Course.Code	Course.Title	Course.Lead	No.of.TAs.rec	Preferred.TA	TA	Student
2	2019-20/A	BMS2001	Medical Microb	Dr LE Thi Ngu	2	5488.	5488 5532	bms2001,
3	2019-20/B	BMS4008	Clinical Immuno	Dr MOK Mo	2	Mohammad	Mohammad Xl	Mohammad
4	2019-20/B	BMS4301	Cancer Biology	Dr LE Thi Ngu	2		102, Mohammad	test3, Mohammad
5	2019-20/B	BCH2072	Lab Course for	Dr MA Chi Hi	2	5452 54	5452 5476	5452 5476

In the .xlsx file, "TA" and "Student" were **separated by ", "**   (with one space after the comma)

Admin Page: III. Optimize TA assignment

Send Preliminary Results Email to CLs

Test email

The "(1) Optimization for assignment" and "(2) Confirm and save the assignment result" could be execute in each login,

But make sure you have pushed these two buttons: (1) and (2) before Send Preliminary Results Email to CLs in one time login.

Admin Page: IV. Upload TA assignment to have a check

Please send the assignment file to XX for format check and he could send the **preliminary results email** to course leaders if need.

N.B.: In the assignment files, please make sure the "TA" and "Student" were **separated by ", "** (with one space after the comma)

Course.Code	Course.Title	Course.Leader	TA	Student
B1901	Calculus	Dr Ban.Ban	5519, 56473, 5600, 5567, 5584, 5595	LI, HE, LI, HH, AS, AM
B2001	Medical	Dr CHAN.CHAN	5634, 5638, 5542, 5303	HE, ZH, TI, CH
B2005	Human	Dr CHENG.CHENG	5659, 5530	NG, LI
B2007	Human	Dr CHENG.CHENG	5630, 5679	ZH, FA
B2008	Hematology	Dr CHAN.CHAN	5628, 5618, 5566, 5530	YA, JI, WA, MA

Admin Page: IV. Upload TA assignment

You could also upload the assignment file to the system to have a check.

Upload new TA assignment file

| Browse... | TA_assignment (1).xlsx |

Upload complete

Confirm new TA assignment

says:

Final TA Assignment confirmed and saved!

OK

Show 10 ▼ entries   Search: [   ]

	Year/.Semester	Course.Code	Course.T		Preferred.TA	TA	Student
1	019-20/A	BMS2001	Medical Microbiology	Dr LE Thi Nguyet	2 5488	548 5532	bms20

1. Upload assignment file.

2. Push the "confirm" button to update the new TA assignment after check the table.

V. Notification

Send final results to CLs   Send final results to students

Test email
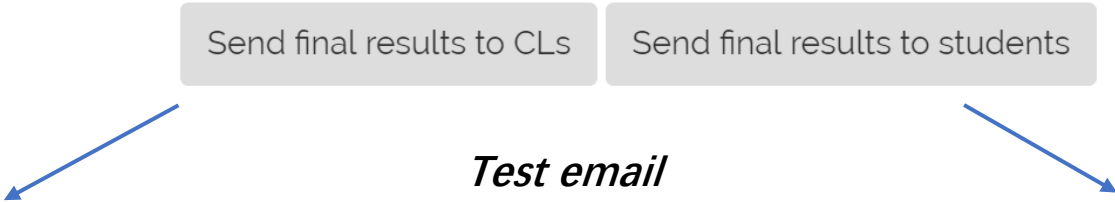
Notification of Preliminary TA assignment results for course

bmstas@cityu.edu.hk
今天, 16:10
QI Lin; BMS TA System <bms.tas@cityu.edu.hk>

Dear Dr ▇▇▇▇▇

Thank you for letting us know the TA requirement of your course(s) in 2019-20 earlier.

The TA allocation process is now finished. We are happy to let you know the allocation results as follows. Could you please confirm the results on or before 17 July 2019 by replying an email to GO ▇▇▇▇▇ If we do not hear from you by 17 July 2019, we would assume you are satisfied with the results.

Year/.Semester	Course Code	Course.Title	Student.No	Name	Supervisor
2019-20/A	BMS2001	Medical Microbiology	553▇		XW
2019-20/A	BMS2001	Medical Microbiology	548▇	bms2001	11
2019-20/B	BMS4301	Cancer Biology	Mohammad	Mohammad	
2019-20/B	BMS4301	Cancer Biology	Sy▇	Sy▇	33

The confirmed allocation results will be announced to individual TAs by 31 July 2019. GO will send you the contact details of the TAs afterwards.

If you have any questions, please contact Mr. ▇▇▇▇▇

This is an automatically generated email, please do not reply.

Best regards
▇▇▇▇▇

Notification of TA assignment results

bmstas@cityu.edu.hk
今天, 17:25
QI Lin; BMS TA System <bms.tas@cityu.edu.hk>

Dear QI Lin

Thank you for letting us know your preference for the TA Assignment Exercise 2019-20. Below is the allocation results. Please contact the Course Leaders for teaching arrangement by 7 August 2019.

Year/.Semester	Course.Code	Course.Title	Course.Leader	Course.Leader.Email	Ext.
2019-20/B	BCH2▇	Lab Course for Cell Biology & Biochemistry	Dr ▇▇▇	▇@gmail.com	▇

If you have any questions, please contact Mr ▇▇▇▇▇

This is an automatically generated email, please do not reply.

Best regards
▇▇▇▇▇

Disclaimer: This email (including any attachments) is for the use of the intended recipient only and may contain confidential information and/or copyright material. If you are not the intended recipient, please notify the sender immediately and delete this email and all copies from your system. Any unauthorized use, disclosure, reproduction, copying, distribution, or other form of unauthorized dissemination of the contents is expressly prohibited.

For the course leader email, one course leader will only receive one email contains complete information of all courses he/she has included.