Introduction to Bioinformatics course: IBT

Staff Training
Day 1 Part 10 – Staff Commitments and Schedule
Outline

• Staff commitments continued...

• Staff schedule
IBT_2017

NEEDS YOU!

Introduction to Bioinformatics online course: IBT
Staff Training | Shaun Aron
Staff commitments

• IBT_2017 NEEDS YOU….
  ✓ Classroom staff are key to the success of the IBT course
  ✓ Your presence and active participation ensures that the course runs well and the participants benefit the most from the course
  ✓ You are the link between trainers and the classrooms
  ✓ Some of the classrooms have several TAs
TA commitments

• IBT_2017 NEEDS YOU….
  ✓ Important to ensure that there is an adequate number of TAs at each contact session
  ✓ TAs should familiarise themselves with the content for the sessions they will attend – review material before sessions
  ✓ Where TAs are unable to assist with a question, the question should be asked during the Q&A live session and/or posted to the Q&D forum under the relevant topic
  ✓ Where possible TAs with skills on a particular module/topic should be scheduled for that session
Staff Schedule

- Each classroom should determine a schedule for the TAs for each contact session
  - Ensure that the participant to TA ratio is reasonable (i.e. 1 TA:10 participants)
  - We have provided a Google spreadsheet template for doing this in your classroom Google drive folder
  - Each classroom should fill out this Google spreadsheet together with the TAs
  - The head TA and Sys Admin should be present or contactable during every contact session
### Staff Schedule

**example staff schedule**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*course schedule available in IBT_2017 STAFF -&gt; Resources -&gt; Documentation -&gt; Course Overview</td>
<td>TA/s on duty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date</td>
<td>first name</td>
<td>last name</td>
<td>email</td>
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<tr>
<td>3</td>
<td><strong>Introduction week</strong></td>
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<td></td>
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<tr>
<td>4</td>
<td>9.05.17</td>
<td>session 1 - ALL TAs</td>
<td>ALL TAs</td>
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<tr>
<td>5</td>
<td>11.05.17</td>
<td>session 2 - ALL TAs</td>
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<td><strong>Module 1 - Databases and Resources</strong></td>
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<td>16.05.17</td>
<td>session 1</td>
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<tr>
<td>8</td>
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<td></td>
<td>person 2</td>
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<tr>
<td>9</td>
<td></td>
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<td>etc</td>
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</tbody>
</table>
Watch video labeled:
Day 1 Part 11