Introduction to

Online Resources and Tools for Clinical Faculty

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Department of Clinical Sciences
And
The Office of Educational Development

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Introduction

Over the past couple of years, the Office of Educational Development has been working with the Department of Clinical Sciences to develop online resources and tools for Clinical Faculty. Some of these are used extensively and are very familiar to most faculty, while others remain obscure and unused. This document is intended to introduce these resources with some basic instructions on usage. (Further information, documentation and/or instruction is available online within these resources, or by contacting Dave Frank - daf4@cornell.edu or Julie Powell - jp266@cornell.edu)

1. ClassLists
2. Online Rotation Grading
3. Student Evaluations
4. Online Student Resource Pages
5. Course Management
6. Online Syllabus

1. ClassLists
https://www.vet.cornell.edu/public/registrar/classlists/

The ClassLists program is intended to give faculty easy access to their list of courses and students. After selecting from their list of courses, faculty may send an email to the course roster; view the course list of students or view photos of registered students. It also serves as a launch pad for rotation grading and course management tools detailed below.

The ClassLists Web Page is on a secure server and requires faculty logon. Valid users must have 1) a Vet College domain logon; 2) authorization to view classlists and 3) have their browser set to accept cookies.

If you have a question or problem:

• with logging on - contact John Peios, Clinical Sciences Computer Support - jp87@cornell.edu;
• with using the application – contact Julie Powell, Programmer - jp266@cornell.edu;
• with authorization to view specific courses – contact Lisa Clark, Office of the Registrar - lmc20@cornell.edu

Pop up logon box:

Enter your NetID here (this is your NetID only - NOT netID@cornell.edu).
Your password goes here (the same password you use when you turn on your machine).
Once faculty log onto the ClassLists web site, they will see a list of courses and clinical rotations to which they are associated. In most cases faculty will see two links for each clinical rotation. The first link will take you to a set of functions available for the rotation (the semester course list of registered students -with or without photographs, an email-all form, as well as webpage management tools). The second link, or CLINICAL ROTATION link, will give faculty access to the service rotation schedule and (when available), a link to the online grading form.

2. Online Rotation Grading

The Online Rotation Grading program was developed to create a system that:

- Remind faculty when grades for completed rotations are due
- Display photographs of rotation students for easy identification
- Automate the distribution of the final grades via email to students
- Automatically record finalized grades on the Registrar’s Rotation Grade Sheet.

Online Rotation Grading is accessed through the ClassLists Application by selecting the “CLINICAL ROTATION” link. After selecting the rotation, Faculty, Residents and Staff who are authorized to access the grading form will see a grading link beneath each enrollment block.

Most rotations are currently utilizing this system and have found it easy to use and efficient. Part of our work in developing this system was also to work with rotation faculty to develop a Holistic Grading Policy for each rotation. This grading policy, when available, is linked on student’s grade-email, or can be accessed on the student course pages, (see 5. Student Course Pages). It is also available for faculty reference on the rotation’s grading form.

Instructions for using Online Rotation Grading are available online:
https://www.vet.cornell.edu/public/registrar/classlists/documentation/Grading_Instructions.pdf

Samples of holistic grading forms, individualized rotation grading forms, and a sample student-email-grade are available by contacting Lisa Clark or Julie Powell.

If your rotation is not currently using the online grading system and you wish to, contact Julie Powell, jp266@cornell.edu.

3. Student Evaluations
http://students.vet.cornell.edu/ceapp/ce.asp

The following rotations have online student evaluations:

- ANESTHESIOLOGY
- CARDIOLOGY
- CLINICAL ONCOLOGY
- CLINICAL WILDLIFE AND EXOTIC ANIMAL MEDICINE
- COMMUNITY PRACTICE MEDICINE
- DERMATOLOGY
- EMERGENCY AND CRITICAL CARE
- LARGE ANIMAL MEDICINE
- LARGE ANIMAL SURGERY (ORTHOPEDIC)
- LARGE ANIMAL SURGERY (SOFT TISSUE)
- OPHTHALMOLOGY
- PATHOLOGY
- RADIOLOGY

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All Service Chiefs and Rotation Instructors are authorized to view responses.

To access these evaluation responses:
- Go here: [http://students.vet.cornell.edu/ceapp/ce.asp](http://students.vet.cornell.edu/ceapp/ce.asp)
- Click “Faculty Logon”
- Logon using your Kerberos account (this is the same password you use when logging onto your email account):
  
  ![Kerberos for Web](image)

- Click “View Results”
- Select “BLOCK VI – 2004 – ROTATION” from the drop down list
- Next, select the evaluation and segment you wish to view (eg. PATHOLOGY – 2004 – Instructor) and click “View Results”
- From here there are many ways to view the results: Comment Summary, Averages and Individual Student responses. Be sure to try all of these buttons.

Questions or problems using this resource should be directed to Julie Powell ([jp266@cornell.edu](mailto:jp266@cornell.edu)) or Margie Williams ([mbw4@cornell.edu](mailto:mbw4@cornell.edu)).

### 4. Online Student Resource Pages

[http://students.vet.cornell.edu/](http://students.vet.cornell.edu/)

The online Student Resource Site was designed to give students an easy way to access all of the online resources available to them as Veterinary College Students. This includes: College Announcements; the Academic Calendar; photographs and email links to College Faculty;
Student Services Pages, etc. In addition it is a centralized place for students to find online course materials.

Veterinary Students may "logon" to get information specific to themselves, including:

- My Courses – A listing of all courses they have enrolled in since beginning their Vet College career, most recent first, with links to each Course Page.
- My Course Evaluations – A listing of all their active online course evaluations
- My Financial Aid -- A Financial Aid document tracking page with their current application status and financial aid award
- My Progress – A detailing of a student’s Progress Toward Degree
- My Advisor – A photograph and email link of their assigned veterinary college advisor

All veterinary courses have a student course page. Students access these course pages in a number of ways: logging on and clicking the My Courses link; using the Course Search page, or by entering the course number at the end of the Students Page URL, (eg. http://students.vet.cornell.edu/VTMED510 )

Every veterinary course page will have, at minimum, two menu options: “Description” and "Personnel". Additionally, if current room scheduling exists, they will see a “Schedule” link. If items are on reserve in the Library, they will see a “Library Reserve” link. Likewise, an “Announcements” link and a “Useful Links” option appear as needed. Rotations have a link to “Evaluate Rotation” and, when available, a link to “Grading Policy”. Additional links and materials that faculty have uploaded may be linked as well.

5. Course Management

As part of the Student Page development, we created a set of course management tools, giving faculty with little or no web-page development experience, the ability to manage online course materials. This includes the ability to upload resources (documents and images), to enter course announcements and to enter useful links. (Please note: though course materials and home
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pages can be uploaded and developed using this system, the intent is not to replace existing online materials or home pages. For those courses that have existing websites, we would ask that students.vet.cornell.edu be used as the starting point. This allows students a common starting point for all course materials. We have been as diligent as possible at linking existing materials to the course pages.)

To learn how to use these course management tools contact Dave Frank (daf4@cornell.edu) Cindy Decloux (cmd56@cornell.edu), Michael Friedman (maf3@cornell.edu) or Julie Powell (jp266@cornell.edu), or attend a course management workshop. If you would prefer to have materials posted to your course page without learning the management software, attach the document to an email and send it to any of the people listed above, indicating which course to post it to.

6. Online Syllabus
http://students.vet.cornell.edu/logon/Syllabus.asp

The online curriculum syllabus was developed to give faculty a searchable way to find what material has been presented to students. For example, say you would like to know what students have learned about “cell cytoplasm”. Type “cell cytoplasm” in the search box and click “Go”. For each match, you will see three links. Click “View Objectives” for the BioAP 413 entry, this shows you title of the presentation, the objectives of the material, who presented it, what format (Lecture, Lab, etc.). And, if there is online material, the presentation title will be a link to that resource ~ click “Cells: Cytoplasm”

The other two links “View Syllabus” and “Semester Schedule” give you information about the entire course: the complete Course Syllabus and the Course Room Schedule.