

[Weekly Notes](#)[Grading](#)[Create a Professor Channel](#)

HMGT 320 Instructor Notes

Curriculum Changelog

To view recent changes to the course, please review the [Curriculum Changelog](#).

Ask the Prof Forum

Please subscribe to the “Ask the Prof” forum, by following [these instructions](#). This will ensure that you receive timely email notifications of questions being posed by students in your course.

HBR Articles

Needed at <https://hbsp.harvard.edu>. Refer to the assignment overview page for the article title(s). For help, please see [Training | Instructor Access to HBR Catalog](#)

Weekly Notes

- Please make an announcement or two about Spark in your class. [Here are two sample announcements you are free to use.](#)

Continuing Engagement Questions

The discussion should be led with primary discussion questions. Continuing engagement questions should be asked throughout the week by the instructor to advance the discussion. Example (primary question on Monday, continuing engagement questions on Wednesday)

Week 1

[Analyzing the financial statements]

Refer to the statement in the World Vision report entitled, “Statement of Functional Expenses.” What information is provided by this statement? How can it be used to inform readers about the financial health of the organization?

Week 5

Share an additional article that provides further insight on the risks, benefits, and barriers of EHR systems. Provide a brief summary of the article.

Week 6

Review at least 2 of your peers' responses. Based on your personal/professional experience, what are other recommendations or considerations to reduce these barriers to access and improve health outcomes?

Week 7

How have other countries' healthcare systems been affected financially by the pandemic? Support your response by sharing a resource that provides additional information.

Grading

Rubrics

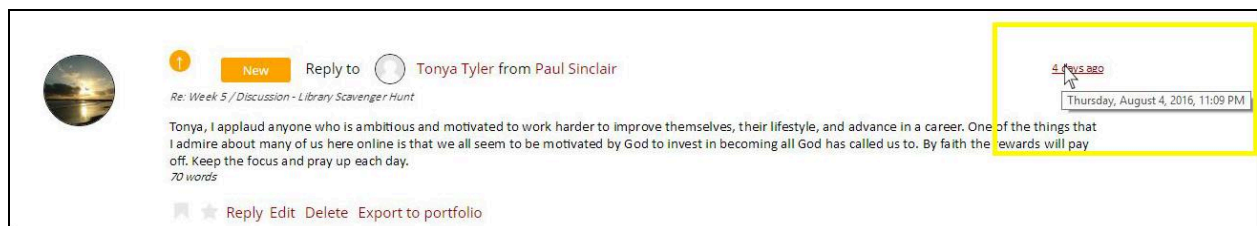
Grading with a Grading Guide

All assignments are set up to utilize a Marking Guide when you grade student's submissions. The Marking Guide is built into the assignment and includes the point ranges for each criterion upon which the students' assignments will be scored. Entering grades with the Marking Guide allows for data to be pulled at a later time to contribute to program assessment reviews. Please note that when using Marking Guides, you will not be able to directly enter scores on the grade book page itself, which is an unreliable and functionally problematic workflow. However, the scores you enter using the Marking Guide will automatically populate the grade book.

Follow these [Instructor Helps for Using the Grading Guide](#).

Determining Submission Time-stamps on Discussion Posts

The visible time-stamp on discussion posts (i.e. "Submitted 4 days ago") is relative to the current time and date and may not actually represent the true time-stamp of the submitted post. To reveal the accurate time-stamp of a post, hover over the relative time-stamp. This is the date and time that should be used to determine the post's timeliness. See image below.



Create a Professor Channel

[Create a "Professor Channel" in your course](#). Use this to post video announcements and to upload and share additional media resources to the class.

- Recommend posting a personal video announcement several times throughout the course, beginning in Week 1.
- Use the video:
 - to summarize important course concepts

- clarify assignment instructions
- offer general feedback to the course on discussions or assignments
- to demonstrate instructor presence and engagement

Suggested welcome announcement

Create a script and video announcement to provide orientation and specific instructions / order for how to approach the week. Direct students to the Community Forum. Want to find out their experience and background with the course topics.