Instructions for Using Terra Dotta for Independent Study

After you have completed the planning for the independent study (identified the **topic**, **faculty instructor** and **project**) and met with your advisor to develop learning objectives and the project description, you are ready to enter the independent study information into Terra Dotta. Terra Dotta will serve as a management and tracking site, including student forms, approvals and evaluations from your advisor and faculty instructor, document uploads, etc.

→ Have your learning objectives and course description ready to cut and paste into Terra Dotta.

Setting up your Independent Study in Terra Dotta:

View All

- 1. Go to the Terra Dotta URL: sphfieldstudy.tulane.edu
 - a. You will be at the SPHTM Terra Dotta Home Page
- b. In the left sidebar you will find general information. Please refer to the independent study handbook for more details.



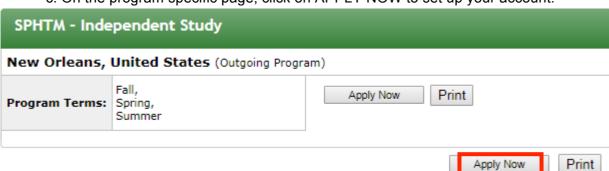


- → Note: If you have already created an account in Terra Dotta, click "Login" in the top bar and enter your Tulane username and password. This brings you to a homepage. Click programs in the top bar and then click your program to get to your dashboard.
- 2. If this is your first time entering the Terra Dotta system, you will need to enroll in independent study program

- a. To enroll, go to PROGRAMS in the top bar and click.
- b. Find "SPH Independent Study" and click.

Programs				
Program Name 秦	City	Country	Region	Save/Share
BIOS - MSPH - Practicum	New Orleans	United States	North America	
EPID - MPH - Practicum Program	New Orleans	United States	North America	
GCHB - DrPH - Global Community Health And Behavioral Sciences Practicum	New Orleans	United States	North America	
GCHB - MPH - Community Health Sciences Practicum	New Orleans	United States	North America	
GCHB - MPH - Health Education and Communication Practicum	New Orleans	United States	North America	
GCHB - MPH - International Health and Development Practicum	New Orleans	United States	North America	
GCHB - MPH - Maternal and Child Health Practicum	New Orleans	United States	North America	
GCHB - MPH - Nutrition Practicum	New Orleans	United States	North America	
GEHS - MPH - Disaster Management Practicum	New Orleans	United States	North America	
GEHS - MSPH - Global Environmental Health Sciences Practicum	New Orleans	United States	North America	
GEHS - MSPH - Industrial Hygiene Practicum	New Orleans	United States	North America	
GHMP - MHA - Administrative Residency	New Orleans	United States	North America	
GHMP - MPH - Health Policy Practicum	New Orleans	United States	North America	
GHMP - MPH - Health Systems Management Practicum	New Orleans	United States	North America	
R6SCPHTC Student Field Placement	New Orleans	United States	North America	
SPHTM - Independent Study	New Orleans	United States	North America	
TRMD - MPHTM - Public Health and Tropical Medicine Practicum	New Orleans	United States	North America	
TRMD - MSPH - Tropical Medicine Practicum	New Orleans	United States	North America	

c. On the program specific page, click on APPLY NOW to set up your account.

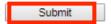


d. You are ready to log in:

As an SPHTM student, you will select "I have a Tulane email username and password" to log in; you will then be prompted to enter your Tulane email username and password.

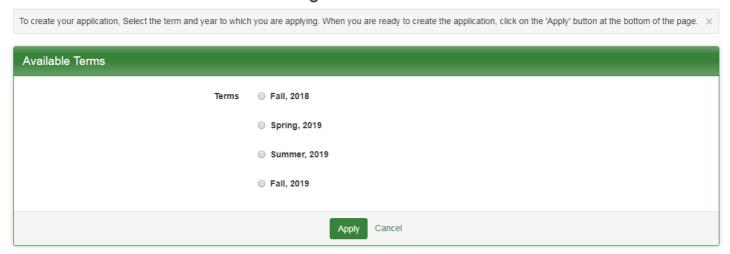
Please indicate how you will be logging in:

- I have a Tulane email username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

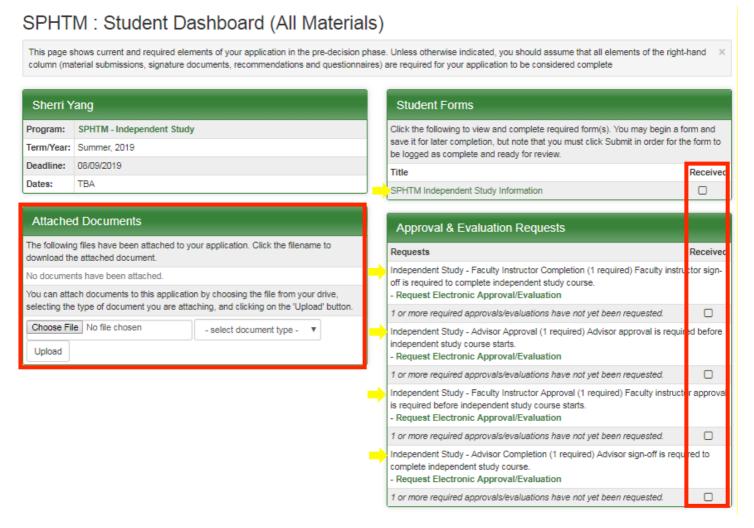


- e. Once you have successfully logged in, you will be taken to "Your Home Page: Available Program Terms"
- f. Select the semester/year that you intend to begin your independent study.

Welcome to Terra Dotta: Select Program Term



- 3. You will now be redirected you the "SPHTM: Student Dashboard"
 - a. The dashboard is the main page with the steps in your independent study.
 - b. The Dashboard contains links to student forms, approvals and evaluations.
- c. The Dashboard also allows you to upload final report, work products (e.g. abstract, final report, poster, other work product).
- d. Documents required may vary by department, please be sure to reference your department specific requirements.

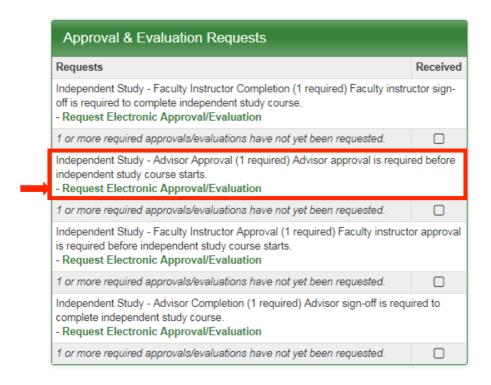


Getting Started:

- 1. Enter the independent study information into Terra Dotta prior to beginning your registration.
 - a. Click on SPHTM Independent Study Information which will bring you to the initial form.
- → Have your learning objectives and course description ready to cut and paste into Terra Dotta. You will have to enter these in approval request. (Sorry, but that is how the system works.)
 - b. Fill out the "SPHTM Independent Study Information" form (note: save often)
 - o The form has your name, student ID number, and drop down menus for your degree program.
 - Enter title of your independent study, course ID, credit hours;
 - o Enter course description, learning objectives, final product description and assessment method
 - After you have completed this form, press submit

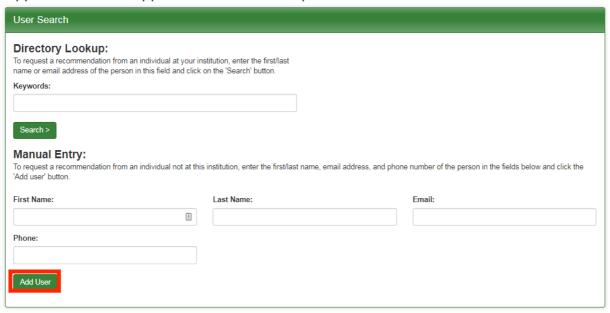
You will be redirected back to your Dashboard; if the form has been successfully received by the system, there will be a check mark in the "received" column.

3. Request Approvals



- a. **Advisor Approval**: Request an electronic approval from your advisor, click "Request Electronic Approval/Evaluation"
 - i. Enter the First Name, Last Name and Email Address of your advisor, then click "Add User"

Application: New Approval/Evaluation Request



- ii. Enter your learning objectives and project description (easiest to copy and paste)
- iii. Submit which will return you to the Dashboard

Applications: Approval & Evaluation Information

Advisor/Preceptor Information:				
Advisor/Preceptor Information:				
First Name:	Advisor			
Last Name:	Yang			
Email:	xi.aoyanyang@gmail.com			
Phone:				
Туре:	Independent Study - Advisor Approval			
Learning Objectives				
Please enter the learning objectives which you plan to fulfill. Please limit your response to three learning objectives.				
1000 characters left				
Description /Report Abstract				
If requesting an approval, please provide a brief description. If you are requesting an evaluation, please enter the abstract from your final report into this text box.				
4000 characters left				
I waive any right I may have to read or obtain copies of the recommendation which I am requesting ® Yes No				
	Save Cancel			

When you submit, an automated email will be sent to your advisor from Terra Dotta (sphterradotta@tulane.edu). Your advisor can then approve your independent study in the system. Check with your advisor to make sure they enter their approval.

The learning objectives and description that you entered into the text boxes on the request form will be displayed in the body of the email that your advisor receives.

When completed, the Dashboard will reflect so by checking the request. You will be able to see if approvals have/have not been completed.

- b. **Faculty Instructor Approval:** Request an electronic approval from your faculty instructor, click "Request Electronic Approval/Evaluation" Repeat the process described above.
 - i. Enter the First Name, Last Name and Email Address of your instructor, then click "Add User"
 - ii. Enter the learning objectives that you developed with your advisor and instructor
 - iii. Enter your project description
 - iv. Press "Save"

This will trigger an automated email from Terra Dotta (sphterradotta@tulane.edu) to your instructor which will prompt him/her to click a link, enter your last name and the provided access code. The instructor will complete a brief approval form.

The learning objectives and description that you entered into the text boxes on the request form will be displayed in the body of the email that your advisor/ instructor receives.

When completed, the Dashboard will reflect so by checking the request. You will be able to see if approvals have/have not been completed.

You may now register your independent study course! You will come back to Terra Dotta after you have completed your course.