

Instructions for Terra Dotta Independent Study Program

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:

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.



SCHOOL OF PUBLIC HEALTH
AND TROPICAL MEDICINE

A screenshot of the SPHTM Terra Dotta website. At the top, a dark green navigation bar contains links for HOME, PROGRAMS, STAFF, NON-Tulane LOGIN, and LOGIN. The 'PROGRAMS' and 'LOGIN' links are highlighted with red boxes. Below the navigation bar is a left sidebar with a menu of links: Practicum Overview, Practicum Timeline and Checklist, Practicum FAQs, and MHIRT Program. Below the menu is an 'ANNOUNCEMENTS' section with the text 'There are no announcements' and a 'View All' link. The main content area features a large heading 'Welcome to SPHTM Site!' followed by instructions: 'Please select your program from the list after login and start entering practicum/independent study information! Any question? Please refer to Practicum Handbook, Independent Study Handbook'. A red box on the right side of the page contains the text 'Student Login Here' with an arrow pointing to the 'LOGIN' link in the navigation bar.

➔ **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 	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.

SPHTM - Independent Study

New Orleans, United States (Outgoing Program)

Program Terms:	Fall, Spring, Summer	<input type="button" value="Apply Now"/>	<input type="button" value="Print"/>
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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.

Submit

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

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page. ✕

Available Terms

Terms

- Fall, 2018
- Spring, 2019
- Summer, 2019
- Fall, 2019

Apply Cancel

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.

SPHTM : Student Dashboard (All Materials)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

Sherri Yang	
Program:	SPHTM - Independent Study
Term/Year:	Summer, 2019
Deadline:	08/09/2019
Dates:	TBA

Attached Documents	
The following files have been attached to your application. Click the filename to download the attached document.	
No documents have been attached.	
You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.	
<input type="button" value="Choose File"/> No file chosen	- select document type - ▾
<input type="button" value="Upload"/>	

Student Forms	
Click the following to view and complete required form(s). You may begin a form and save it for later completion, but note that you must click Submit in order for the form to be logged as complete and ready for review.	
Title	Received
SPHTM Independent Study Information	<input type="checkbox"/>

Approval & Evaluation Requests	
Requests	Received
Independent Study - Faculty Instructor Completion (1 required) Faculty instructor sign-off is required to complete independent study course. - Request Electronic Approval/Evaluation	<input type="checkbox"/>
1 or more required approvals/evaluations have not yet been requested.	
Independent Study - Advisor Approval (1 required) Advisor approval is required before independent study course starts. - Request Electronic Approval/Evaluation	<input type="checkbox"/>
1 or more required approvals/evaluations have not yet been requested.	
Independent Study - Faculty Instructor Approval (1 required) Faculty instructor approval is required before independent study course starts. - Request Electronic Approval/Evaluation	<input type="checkbox"/>
1 or more required approvals/evaluations have not yet been requested.	
Independent Study - Advisor Completion (1 required) Advisor sign-off is required to complete independent study course. - Request Electronic Approval/Evaluation	<input type="checkbox"/>
1 or more required approvals/evaluations have not yet been requested.	

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.
 - o Enter title of your independent study, course ID, credit hours;
 - o Enter course description, learning objectives, final product description and assessment method
 - o 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

Approval & Evaluation Requests	
Requests	Received
Independent Study - Faculty Instructor Completion (1 required) Faculty instructor sign-off is required to complete independent study course. - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	<input type="checkbox"/>
Independent Study - Advisor Approval (1 required) Advisor approval is required before independent study course starts. - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	<input type="checkbox"/>
Independent Study - Faculty Instructor Approval (1 required) Faculty instructor approval is required before independent study course starts. - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	<input type="checkbox"/>
Independent Study - Advisor Completion (1 required) Advisor sign-off is required to complete independent study course. - Request Electronic Approval/Evaluation	
1 or more required approvals/evaluations have not yet been requested.	<input type="checkbox"/>

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

User Search

Directory Lookup:
To request a recommendation from an individual at your institution, enter the first/last name or email address of the person in this field and click on the 'Search' button.

Keywords:

Manual Entry:
To request a recommendation from an individual not at this institution, enter the first/last name, email address, and phone number of the person in the fields below and click the 'Add user' button.

First Name: Last Name: Email:

Phone:

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:

Type: 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

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.