



***Vista's* Gradebook**



Overview 3

Session Description 3

Session Learning Outcomes..... 3

An Overview of *Vista's* Tools..... 4

 Organizational Tools 4

 Communication Tools..... 4

 Student Learning Activities 4

 Content Tools..... 4

 Student Tools..... 4

Part I: The Student Perspective 5

 My *Vista*..... 5

 Exploring the Course Interface..... 6

Course Tools..... 7

 My Tools menu..... 7

Part II: The Designer & Instructor Experience..... 8

 Learning Outcomes 8

 Planning Your Course 8

 Accessing the Practice Course 8

 The Course Interface..... 8

 The Tab Structure 9

 Course Content Home..... 11

 The Course Menu 11

 Course Tools..... 12

 Designer Tools/Instructor Tools/My Tools..... 13

Part III: Overview of *Vista's* Gradebook..... 14

 The Grade Book Interface..... 14

Setting up the Grade Book 16

 Default Columns 16

 Column Types 16

 Creating Columns 18

 Alphanumeric, Selection List, and Text Columns..... 18

 Calculated and Numeric Columns..... 19

 Editing Columns..... 21

 Editing Selection List Terms 21

 Editing Letter Grade Schemes 22

 Editing Calculated Column Formulas 23

 Modifying Column Settings 26

 Modifying the Grade Book Screen..... 28

 Freezing and Unfreezing Columns..... 28

 Reordering Columns 28

 Sorting Columns..... 29



Hiding and Showing Columns29

Managing Members31

 Enrolling Members31

 Managing Individual Members.....32

 Managing Multiple Members33

 Finding Members33

Managing Grades36

 Entering and Overriding Grades36

 Releasing Grades to Students38

 Viewing Column Statistics38

 Viewing Audit History39

Part IV: *Vista* Help & Resources.....40

 Instructional Support Staff.....40





Overview

UBC is in the process of implementing a new enterprise level online Learning Management System (LMS). This system called *Vista* will replace the aging *WebCT Campus Edition (CE)* version 4. The first phase of transition commenced in January 2007. Once the upgrade is complete, *Vista* will be the LMS used at UBC to deliver mixed mode and fully online courses. It's tools allow you to present a wide variety of instructional materials (text, audio, video, etc.), interact with students, facilitate peer-to-peer interaction, manage grades, all within a secure environment (users login via their CWL),

Session Description

This session explores how to use Vista's Grade Book. We will take an in depth look at how to work with columns in the gradebook, manage student grades, column settings, release grades to students, and manually add grades.

Session Learning Outcomes

Upon completion of Overview of Vista's Gradebook online session, participants will be able to:

- Explain the available views in the Gradebook
- Create columns for storing and or calculating data .
- Modify column settings
- Enter or override grades and view audit history
- Change the gradebook interface to suit your preferences
- Add, remove, deny and grant access to students and auditors in your section
- Use PeopleLinks feature to work with an individual member

An Overview of Vista's Tools

Here is summary of the various tools and improved functionality in *Vista*.

Organizational Tools

Calendar - Enter important events and deadlines, and allow Students to enter their own events.

Search - Search for content in the course.

Syllabus - Provide course requirements, objectives, and policies.

Communication Tools

Announcements - Post important information in a central location.

Chat - Chat with other users in the course in real time, or use the Whiteboard to display images.

Discussions - Post and respond to messages on specific topics.

Mail - Send messages to other users.

Roster - View profiles for course members. Users can edit their own profile.

Who's Online - Chat with other users who are logged in to *Vista*.

Student Learning Activities

Assessments - Create quizzes, self tests, and surveys.

Assignments - Create assignments for Students to submit online. Students can work independently or in groups.

Goals - Create goals that list the qualitative and quantitative performance expected in your course.

Content Tools

Learning Modules - Organize and present content and activities to Students.

Local Content - Allow Students to easily access large files from a portable medium, such as CD-ROM, instead of downloading the files from *Vista*.

Media Library - Create a glossary or image collection.

SCORM - Import SCORM-compliant packages, or modules, to be used as course content. SCORM modules can be added to the Home Page, other folders, and learning modules.

Web Links - Create links to Internet resources.

Student Tools

My Files - Allow Students to store their own files.

My Grades - Allow Students to check their grades.

My Progress - Allow Students to track their own progress.

Notes - Allow Students to take notes.

Part I: The Student Perspective

My Vista

Log-in to *Vista* using your UBC Campus Wide Login in the **User name** field, and your password in the **Password** field. Note that both fields are case-sensitive.

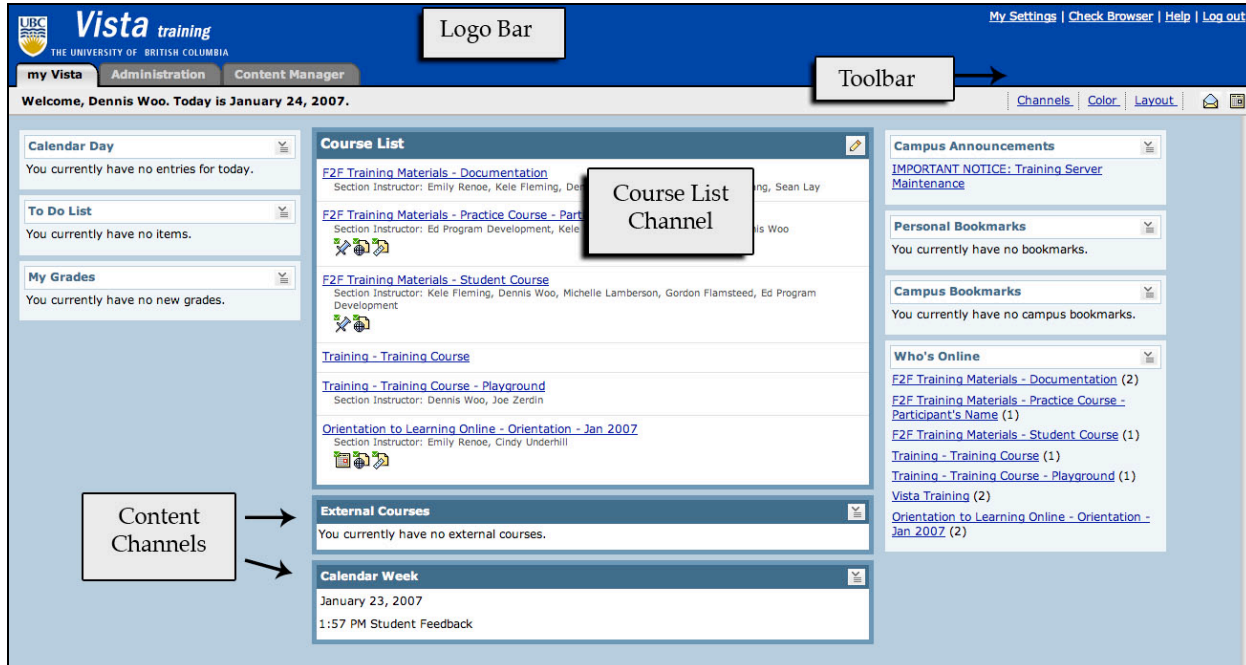
Vista: <http://www.vista.ubc.ca/>

Training: <http://training.vista.ubc.ca/>

This will bring you to the *myVista* screen. *MyVista* provides a single point of access to your courses. It also enables you to:

- access tools such as Calendar, Mail, and File Manager.
- create a personal to do list.
- access external courses (online courses that reside on other servers).
- create personal bookmarks, access campus bookmarks, and read campus announcements.

The *myVista* interface is similar for designers, instructors, and students.



The screenshot shows the Vista training myVista interface. At the top is a blue **Logo Bar** with the UBC logo and 'Vista training THE UNIVERSITY OF BRITISH COLUMBIA'. To the right of the logo bar are links for 'My Settings', 'Check Browser', 'Help', and 'Log out'. Below the logo bar is a navigation menu with 'my Vista', 'Administration', and 'Content Manager'. A **Toolbar** is located below the navigation menu, containing links for 'Channels', 'Color', and 'Layout'. The main content area is divided into several sections: 'Calendar Day' (no entries), 'To Do List' (no items), 'My Grades' (no new grades), 'Course List' (listing various training materials and courses), 'External Courses' (no external courses), 'Calendar Week' (January 23, 2007), 'Campus Announcements' (important notice about training server maintenance), 'Personal Bookmarks' (no bookmarks), 'Campus Bookmarks' (no campus bookmarks), and 'Who's Online' (listing active users and their courses). Callouts with arrows point to the 'Logo Bar', 'Toolbar', 'Course List Channel', and 'Content Channels'.

The screen contains:

- **Logo Bar** - An institution can customize this frame to reflect the school's colours and logo. It is always present and it contains links to Help and Log Out.

- **Toolbar** - Contains icons for Mail, Calendar, and File Manager. The tools may vary depending on administrator settings.
- **Course List Channel** - Provides access to the courses in which the user is enrolled. Notification of new announcements, calendar entries, mail, discussions, assessments, and assignments for each course may also appear here.
- **Content Channels** - Each channel contains a category of content, such as My Grades, To Do List, Personal Bookmarks, and External Courses.
- **Content Manager** - Every *Vista* user (including students) has their own personal file storage area that is accessible from any of the courses they are registered in or from the *MyVista* page.
- **Help** - In the upper right corner is a link to *Vista* text-based help. It is contextual, so wherever you are in *Vista*, you will find help that relates to that screen, and always there.

Practice Activity 1: Customizing Your MyVista Page

- Click on **Check Browser**
- Click on **My Settings**
 - Click on **Edit Profile** – browse settings
 - Click on **My Tool Options**
- Click on **Channels**
 - Select or deselect the channels you want to display in **My Vista**
 - Click on **Save**

Exploring the Course Interface

For the purpose of this workshop, you should see a course called ***Orientation to Vista for Instructors and Designers***. This is a course all faculty and instructors can access. It contains print-based documentation and interactive Flash tutorials on *Vista*. It is different from most courses your students will experience in that it is a self-help resource; there isn't a weekly flow to working through the course. However, it does use several of the tools you may use in your courses.

First, let's take a look at some navigational areas of the course interface:

- **Menu:** *MyVista*, Help, Log out
- **Course name:** (in this example: *Orientation to Vista for Instructors and Designers*)
- **Course Tools:** contains the tools that have been added to this course.
- **My Tools:** Student tools may include My Grades, My Files, My Progress and Notes. These tools will change when we look at the Designer and Instructor view later on.



Course Tools

Course Tools includes only the tools that were added to the course by the designer. If a tool has not been added, it is not accessible by any user. In the student interface, only tools that are available (not hidden) appear. Some of the tools you may use are:

- **Content organization:** Learning Modules are used for organizing course content; they store content in various forms, and organize learning so you can add direct links to applicable quizzes or discussion areas for a more integrated learning experience. Content is also displayed in the WebLinks, where all URLs are collected and the Media Library.
- **Communication links:** such as announcements, chat, discussions, and mail. Discussion boards are open for anyone with access to this course; post your questions here, post your findings from exploring *Vista* etc.
- **Assessment tools:** such as the assignment tool, where students can drop off assignments, or assessments, which includes quizzes, self-tests or surveys.

My Tools menu

My Tools provide access to tools for student use including My Grades, My Files, My Progress, and Notes. The course designer controls the availability of these tools.

Part II: The Designer & Instructor Experience

Learning Outcomes

Now we will explore the instructor and designer tools in *Vista*. Upon completion of this part of the workshop, you should be able to:

- Add a tool to your course container
- Recognize and use Action Links
- Create weblinks and add files to your course content home
- Change page display

Planning Your Course

Designing a course in *Vista* requires some planning and forethought; for example:

- What do you want to do/what do you want students to do and learn? I.e., What are your intended learning outcomes?
- What content and assessment will be used to support students in meeting those outcomes?
- What tools in *Vista* can help you reach the learning outcomes?
- How will students communicate/interact with each other and the instructor?
- How will students be assessed?
- How will content be structured and organized?

Accessing the Practice Course

Now you will have a chance to experience *Vista* as a course designer.

Use the *myVista* link in the upper right corner to return to the list of courses. Click on the name of the course identified by the session facilitator. You will each be in a different copy of the same course as a course designer.

The Course Interface

Upon entering the course, you'll notice that the interface is organized into three tabs: **Build**, **Teach**, and **Student View**. Related tasks are grouped under the relevant tab.



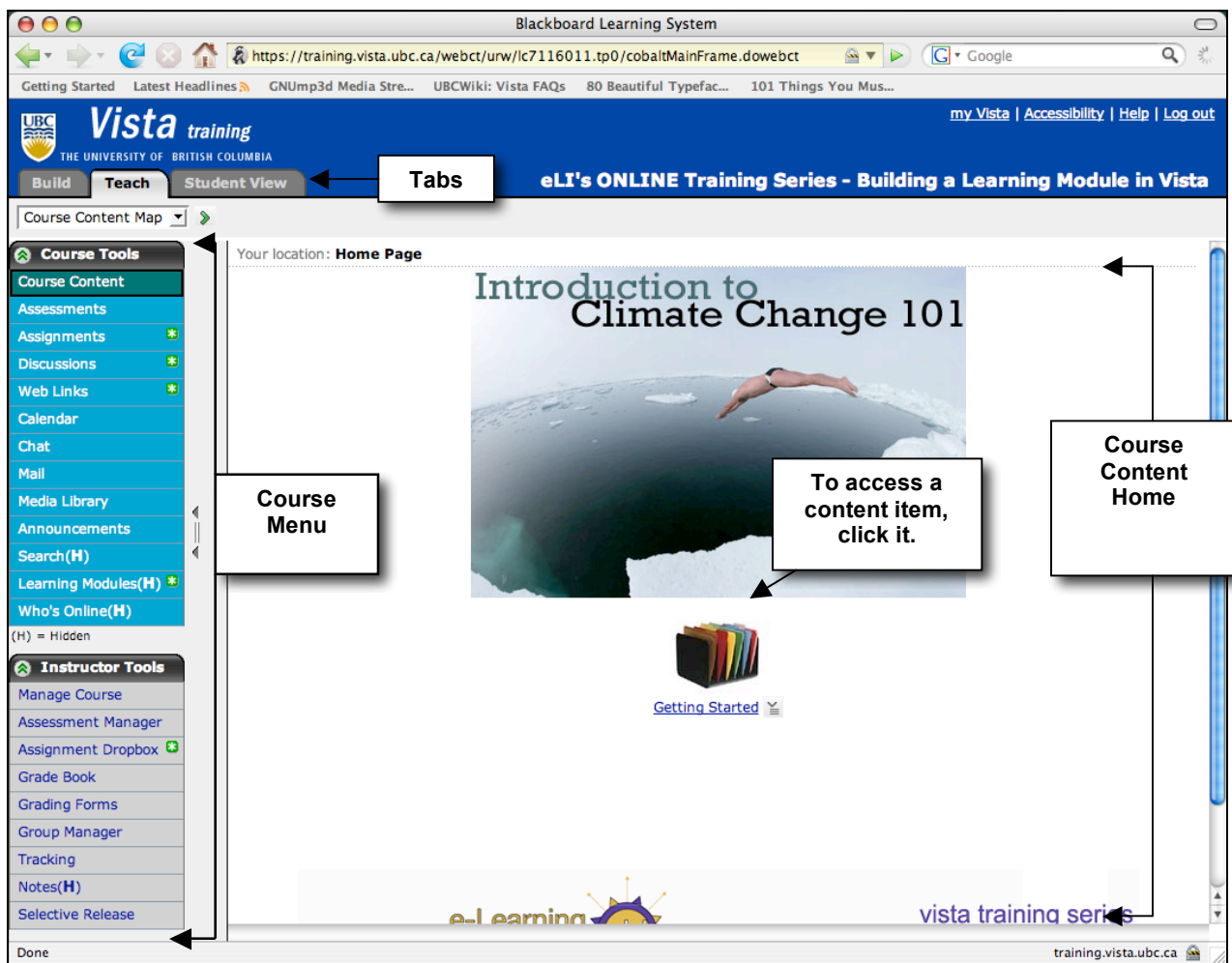
- **Build Tab** – The designer creates, manages, and organizes course content from this tab. The designer can change the visual presentation of the course, add tools, and create content items such as quizzes or discussion topics.

- **Teach Tab** – Instructor activities such as reviewing student work, managing grades, or interacting with students occur on the Teach tab. Access to instructor tools such as Assessment Manager, Assignment Dropbox, Grade Book, and Group Manager are found only within this tab.
- **Student View Tab** - allows you to experience the course as a student, including assessment and assignment submission.

In this workshop, all three tabs are visible because you are currently enrolled in the combined role of Designer/Instructor. Users can also be enrolled in single roles:

- Users enrolled as **Designers** see only the **Build Tab** and the **Student View Tab**.
- Users enrolled as **Instructors** see only the **Teach Tab** and the **Student View Tab**.

The Tab Structure





All three tabs contain these elements:

- Course Content Home
- Course menu



Course Content Home

Course Content Home may contain links to:

- content items (e.g., learning module, discussion topic, chat room)
- content folders, which contain related content items
- content files (e.g., a single HTML page)

From any tab, you can access a link on Course Content Home by clicking it. What the link looks like and the privileges that you have will vary depending on if you are in the **Build Tab**, the **Teach Tab**, or the **Student View Tab**. For example, if you click the Syllabus icon from the **Build Tab**, you can both edit and preview the syllabus; from the **Student View Tab**, you can only view the Syllabus.

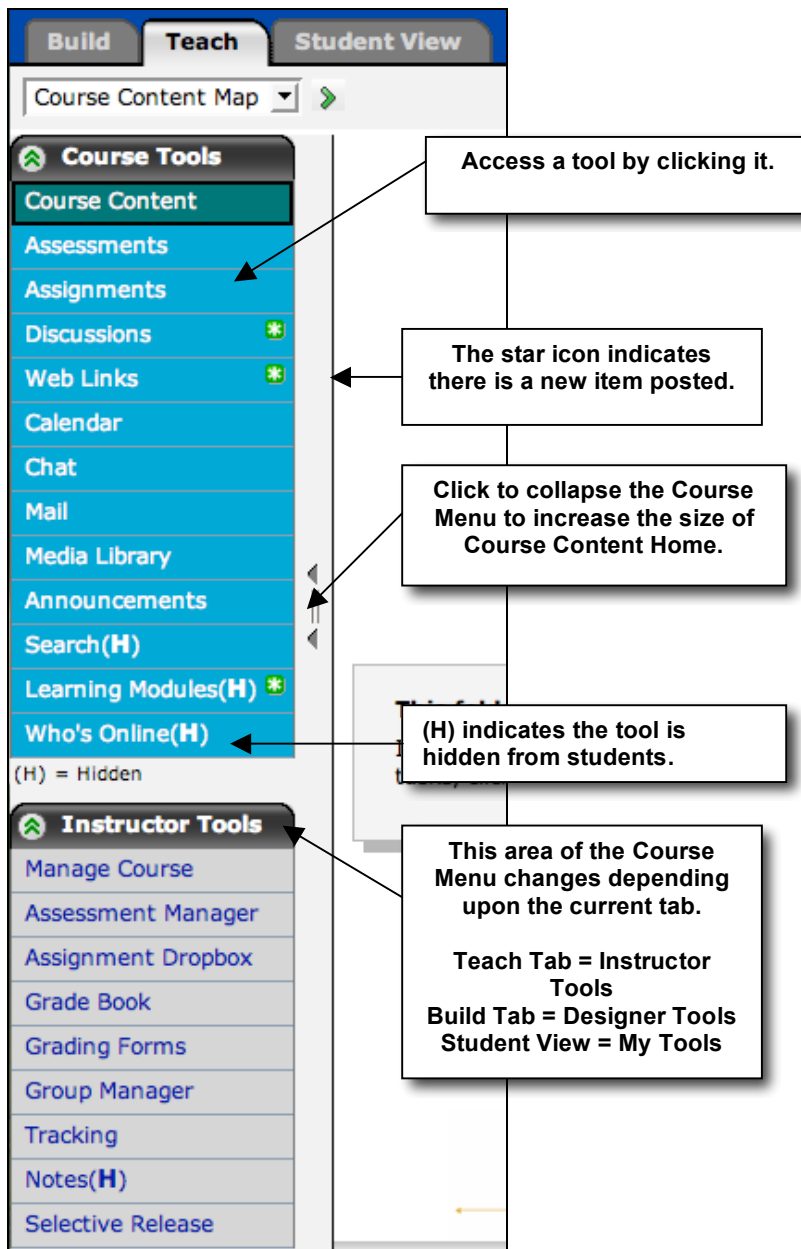
The Course Menu

The Course Menu is accessible from anywhere in the course. It contains:

- Course Tools
- Designer/Instructor/My Tools
- Course Content Map

Course Tools

Course Tools includes only the tools that were added to the course by the designer. If a tool has not been added, it is not accessible by any user. In the student interface, only tools that are available (not hidden) appear.



The screenshot shows the Blackboard interface with three tabs: **Build**, **Teach** (selected), and **Student View**. Below the tabs is a 'Course Content Map' dropdown. The main menu is divided into two sections: **Course Tools** and **Instructor Tools**.

Course Tools items include: Course Content, Assessments, Assignments, Discussions (with a star icon), Web Links (with a star icon), Calendar, Chat, Mail, Media Library, Announcements, Search(H), Learning Modules(H) (with a star icon), and Who's Online(H). Below this list is the text '(H) = Hidden'.

Instructor Tools items include: Manage Course, Assessment Manager, Assignment Dropbox, Grade Book, Grading Forms, Group Manager, Tracking, Notes(H), and Selective Release.

Callout boxes provide the following information:

- Access a tool by clicking it.** (Points to the 'Assignments' item in the Course Tools list.)
- The star icon indicates there is a new item posted.** (Points to the star icons next to 'Discussions' and 'Web Links').
- Click to collapse the Course Menu to increase the size of Course Content Home.** (Points to the expand/collapse arrow on the left side of the Course Tools menu.)
- (H) indicates the tool is hidden from students.** (Points to the '(H)' next to 'Search(H)' and 'Who's Online(H)').
- This area of the Course Menu changes depending upon the current tab.**
 - Teach Tab = Instructor Tools**
 - Build Tab = Designer Tools**
 - Student View = My Tools**



Designer Tools/Instructor Tools/My Tools

The content of the lower section of the Course Menu is dependent upon the current tab. **Build Tab** contains Designer Tools, **Teach Tab** contains Instructor Tools, and the **Student View Tab** has My Tools.

- **Designer Tools** help you to manage and create the course by adding and removing tools and changing course settings. Access to File Manager and Selective Release are also located here.
- **Instructor Tools** include the utilities needed to view and grade assignments and assessments, manage grades, and handle other instructional tasks. Access to Assessment Manager, Assignment Dropbox, Grade Book, Group Manager, Tracking, and Selective Release are available here.
- **My Tools** provide access to tools for student use including My Grades, My Files, My Progress, and Notes. The course designer controls the availability of these tools.

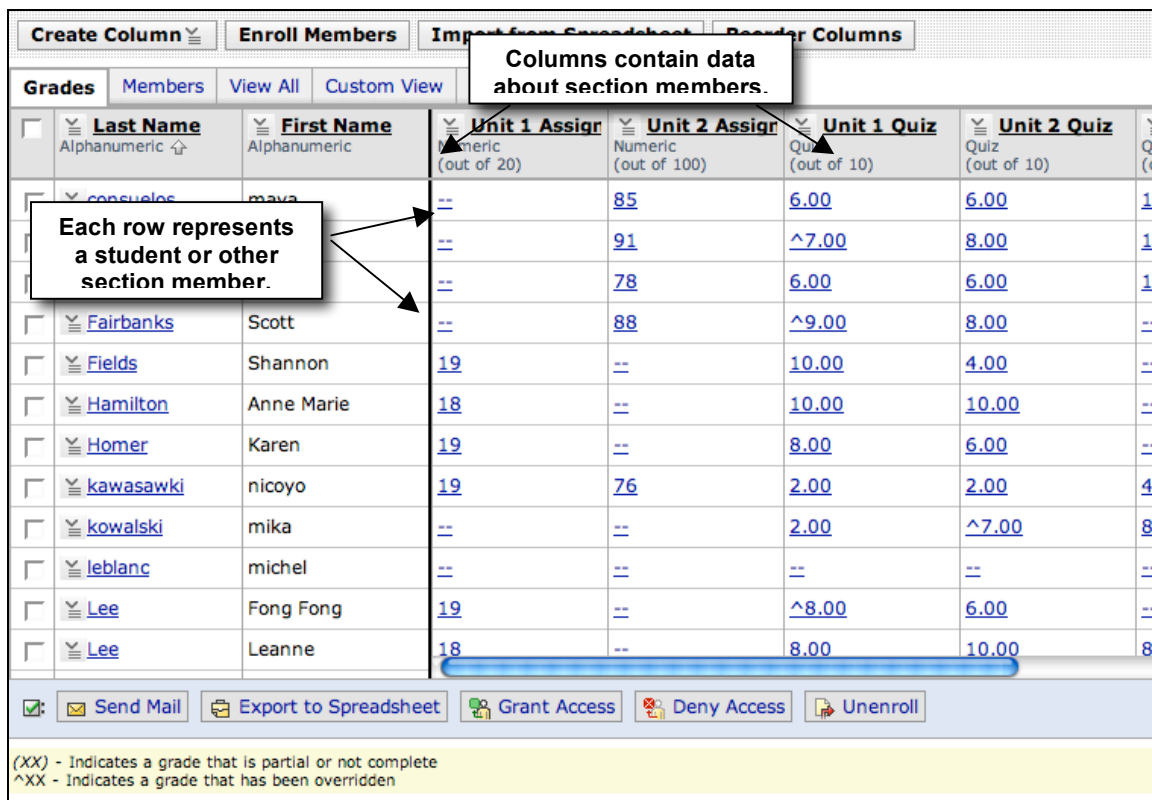
Part III: Overview of Vista’s Gradebook

The Grade Book Interface

The Grade Book is similar to a spreadsheet. It contains a grid of rows and columns: each row contains member data and each column contains a type of data.

Each row represents a member. By default, members are listed in alphabetical order by the Last Name column. You can also sort by other columns.

Each column contains a type of data. Some columns, such as Last Name and First Name, appear by default and cannot be deleted. Other columns are added by you or are created automatically when you create a grade-related item, such as a quiz or an assignment.



The screenshot shows the Vista Gradebook interface. At the top, there are tabs for 'Grades', 'Members', 'View All', and 'Custom View'. Below the tabs is a grid of data. The columns are: Last Name (Alphanumeric), First Name (Alphanumeric), Unit 1 Assign (Numeric, out of 20), Unit 2 Assign (Numeric, out of 100), Unit 1 Quiz (Quiz, out of 10), and Unit 2 Quiz (Quiz, out of 10). The rows represent individual members, with their names and corresponding scores for each item. A callout box points to the grid with the text 'Columns contain data about section members.' Another callout box points to a single row with the text 'Each row represents a student or other section member.' At the bottom of the interface, there are buttons for 'Send Mail', 'Export to Spreadsheet', 'Grant Access', 'Deny Access', and 'Unenroll'. A legend at the bottom left explains the symbols: '(XX)' indicates a grade that is partial or not complete, and '^XX' indicates a grade that has been overridden.

	Last Name	First Name	Unit 1 Assign	Unit 2 Assign	Unit 1 Quiz	Unit 2 Quiz
	consuelo	maya	--	85	6.00	6.00
			--	91	^7.00	8.00
			--	78	6.00	6.00
	Fairbanks	Scott	--	88	^9.00	8.00
	Fields	Shannon	19	--	10.00	4.00
	Hamilton	Anne Marie	18	--	10.00	10.00
	Homer	Karen	19	--	8.00	6.00
	kawasawki	nicoyo	19	76	2.00	2.00
	kowalski	mika	--	--	2.00	^7.00
	leblanc	michel	--	--	--	--
	Lee	Fong Fong	19	--	^8.00	6.00
	Lee	Leanne	18	--	8.00	10.00

★ Remember that some of Vista’s tools and features are only available under certain tabs. You will find the Gradebook only in the **Teach Tab**.

The Grade Book Tabs

The Grade Book contains five tabs:

Grades	Members	View All	Custom View	SCORM Grades
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Each tab has different groups of data columns and provides a different view of information about members, including designers, instructors, teaching assistants, students, and auditors.

This Grade Book tab...	displays:
Grades	the default columns (Last Name, First Name, and User ID) and any grade-related columns. This tab is used to view, enter, or override grade-related information.
Members	all default columns (except quiz and assignment columns), and any non grade-related columns. This view is meant to hold any descriptive information that you want to store about students and auditors.
View All	all columns, grade-related or not.
Custom View	all columns initially. You delete and reorder columns to create your own view of member information.
SCORM Grades	columns that are automatically added for gradable SCORM modules. This tab may not be available, depending on whether you have a SCORM module imported.

Setting up the Grade Book

You will most likely want to customize the Grade Book to suit your needs. You can:

- create columns to calculate or average grades, generate a letter grade based on a numeric score, keep notes, and record any other data.
- edit columns, including creating or changing formulas for calculated columns, creating or editing selection options for selection list columns, and editing numeric ranges for letter grade columns.
- modify column settings to control column attributes such as alignment, number of decimals, and whether the column is released to students.
- modify how some elements of the Grade Book are displayed and the order and visibility of columns.

Default Columns

The following columns appear in the Grade Book tool by default, and cannot be edited.

- **Last Name, First Name, User Name, and Role:** These columns contain members' information taken from their enrollment record.
- **Midterm and Final:** These columns are used to generate students' midterm and final grades. Only values from these columns can be exported to Student Information Systems (SIS). By default, these columns have a column type of calculated, but can be edited.
- **Assessments:** When a quiz or survey is created, a corresponding column is automatically created in Grade Book. The Grade Book is automatically populated as assessments are completed. For example, when a quiz is graded, the grade is automatically added to the column. When a survey is taken, its corresponding column indicates this.
- **Discussion:** When a gradable discussion topic is created, a corresponding column is automatically created. When the discussion is graded, the grade is automatically added to the column.
- **Assignments:** When a gradable assignment is created, a corresponding column is automatically created. When the assignment is graded, the grade is automatically added to the column.
- **SCORM:** When a SCORM module is imported, a corresponding column is automatically created. SCORM columns are only available from the SCORM sub-tab.

Note: At any time the automatically populated grades can be manually overridden either within the assessment, discussion, or assignment or in the grade book.

Column Types

You can create the following column types in the Grade Book.

Column Type	Description	Example
Alphanumeric	allows you to enter a short string of	an "E-mail Address" column to hold external e-

Column Type	Description	Example
	text or numbers	mail addresses.
Calculated	displays the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, and quiz or assignment columns.	a column that uses a formula that averages students' grades for the assignments, quizzes, and midterm for the first half of the semester to generate students' interim grades
Letter grade	generates a letter grade based on the values of a numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.	a column that converts the numeric grades for the midterm and final to letter grades
Numeric	allows you to manually enter numeric values only	a column for recording grades for participation in assignments
Selection list	allows you to select from a drop-down (selection) list of one or more values to describe or grade students	a column titled, "Class," that contains the words, "Freshman," "Sophomore," "Junior," and "Senior"
Text	allows you to enter an extended amount of words, phrases, or paragraphs	a column for providing additional information

Creating Columns

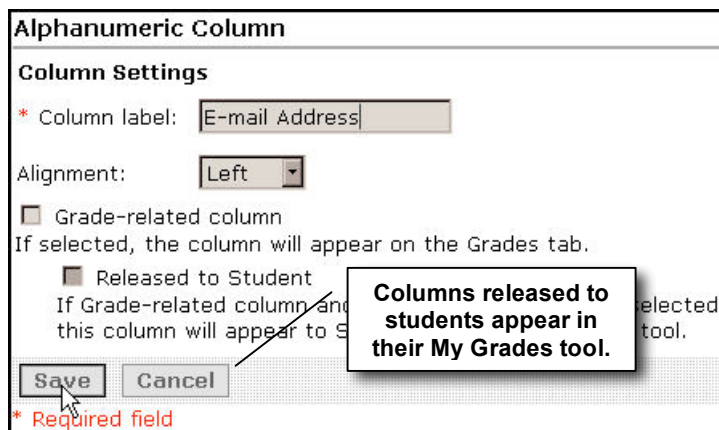
When you create a column, specifying that the column is grade-related will automatically add that column to the Grades tab. The tab will also appear on the View all and Custom View tabs.

Alphanumeric, Selection List, and Text Columns

The settings for alphanumeric, selection list, and text columns are the same.

⇒ To create an alphanumeric, selection list, or text column:

1. From the *Teach* tab, under Instructor Tools, click **Grade Book**. The Grade Book screen appears.
2. Click **Create Column**, and from the ActionLinks menu, click one of: **Alphanumeric**, **Selection List**, or **Text**. The Column screen appears.
3. Enter the Column label and, from the drop-down list, select the *Alignment*.
4. Select whether the column is *Grade-related* and, if so, whether you want the column Released to Students.
5. Click **Save**. The column is added to the Grade Book.



Practice Activity 2: Creating a Column

- Click on the **Teach Tab**
- On the Instructor Tools at the bottom, click on **Grade Book**
- Click on **View All** tab
- Click **Create Column**
- From the ActionLinks menu, select **Alphanumeric**
- Enter a **Column Label** – *'Emails'*
- On the **Alignment** dropdown menu, select **Left**
- **Deselect** *'Grade-related column'*
- Click **SAVE**

Scroll way to the end of all columns and you will see a new column

Calculated and Numeric Columns

The Column Settings for Calculated and Numeric columns are the same.

⇒ To create a Calculated or Numeric column:

1. From the Grade Book screen, click **Create Column**, and from the ActionLinks menu, click **Calculated** or **Numeric** column. The Calculated or Numeric Column screen appears.

Calculated Column

Column Settings

* Column label:

Alignment: Select the number of decimal places.

Decimals: Select the number of decimal places.

Maximum value: (Maximum value must be greater than 0 and less than 100000) Enter the maximum value.

Grade-related column
If selected, the column will appear on the Grade Book.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in the Grade Book.

Release Statistics: Select the statistics to be released to students.

* Required field

2. Enter the Column Settings and click **Save**. The column is added to the Grade Book.

Practice Activity 3: Create a Calculated Column

- Click on the **Create Column**
- From the ActionLinks menu, select **Calculated**
- In the **Column Label:**, enter *Quiz Totals* and click on **Save**
- Scroll to the end of all your columns
- From the ActionLinks menu on **Quiz Totals**, select **Edit Column Formula**
- In the **Edit Formula for: Quiz Totals**, enter the following:

`SUM{[Unit 1 Quiz],[Unit 2 Quiz],[Unit 3 Quiz]}`

- At the bottom of the page, click on **SAVE**

- Scroll to the end of all the columns

You will now see the totals of all quizzes in the new **Quiz Totals** column

Letter Grade Columns

⇒ To create a Letter Grade column:

1. From the Grade Book screen, click **Create Column**, and from the ActionLinks menu, click **Letter Grade column**.
2. Enter the Column Settings and, from the drop-down list, select the numeric or calculated column on which you want to base the letter grade column.
3. Click **Save**. The column is added to the Grade Book.

Editing Columns

You must edit selection list columns and calculated columns before they can be used. You can edit letter grade columns if you want to change the numeric range associated with each letter grade.

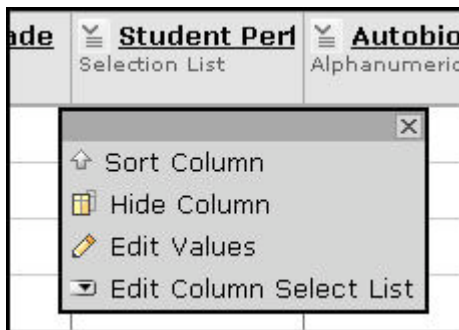
Note: Numeric, alphanumeric, and text columns can be added to the Grade Book and used without further set up.

Editing Selection List Terms

For selection list columns, you must specify the words or phrases to appear in the selection list. Make sure you have a selection list column before you start this exercise.

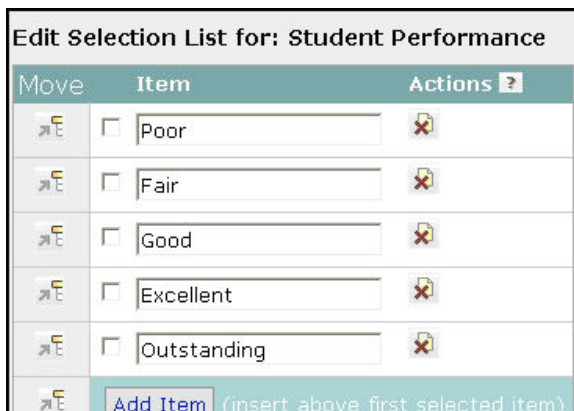
⇒ To edit selection list terms:

1. Locate the letter grade column you want to edit and from the column's View Options for This Column menu, click **Edit Column Select List**.



The Edit Selection List screen appears.

2. Under Item, enter the first term you want to appear in the drop-down list and click **Add Item**. The screen updates and an additional text box appears.



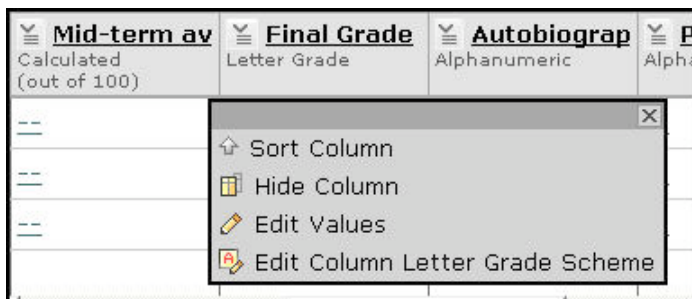
3. Enter the remaining terms and click **Save**. The Column Settings screen appears.

Editing Letter Grade Schemes

For letter grade columns, you can change the range of numeric grades that each letter grade represents.

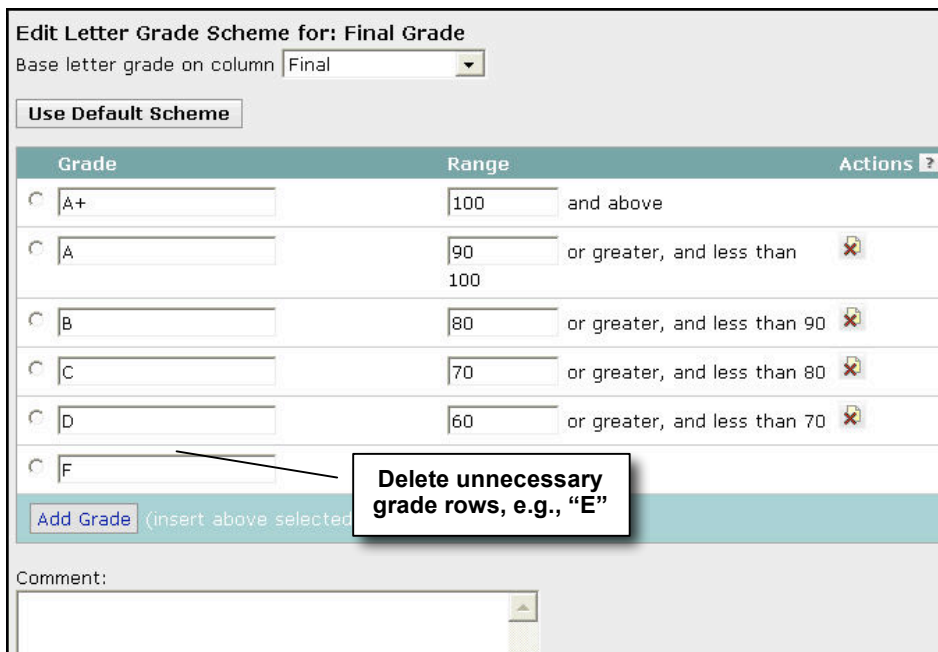
⇒ To edit a letter grade scheme:

1. Locate the letter grade column you want to edit and select **Edit Column Letter Grade Scheme** from its View Options for This Column menu.



The Edit Letter Grade Scheme screen appears.

2. In the Grade and Range text boxes, enter the letter grade and the range it represents.



The screenshot shows the 'Edit Letter Grade Scheme for: Final Grade' screen. It includes a dropdown for 'Base letter grade on column' set to 'Final', a 'Use Default Scheme' button, and a table with columns 'Grade', 'Range', and 'Actions'. The table lists grades A+, A, B, C, D, and F with their respective ranges. A callout box points to the 'F' row with the text 'Delete unnecessary grade rows, e.g., "E"'. Below the table is an 'Add Grade' button and a 'Comment:' text area.

Grade	Range	Actions
<input type="radio"/> A+	100 and above	
<input type="radio"/> A	90 or greater, and less than 100	
<input type="radio"/> B	80 or greater, and less than 90	
<input type="radio"/> C	70 or greater, and less than 80	
<input type="radio"/> D	60 or greater, and less than 70	
<input type="radio"/> F		

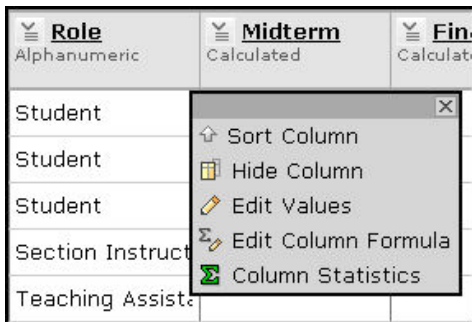
- Click Save or Save and Set as Default. If you click Save and Set as Default, new letter grade columns will automatically use the same grade scheme.

Editing Calculated Column Formulas

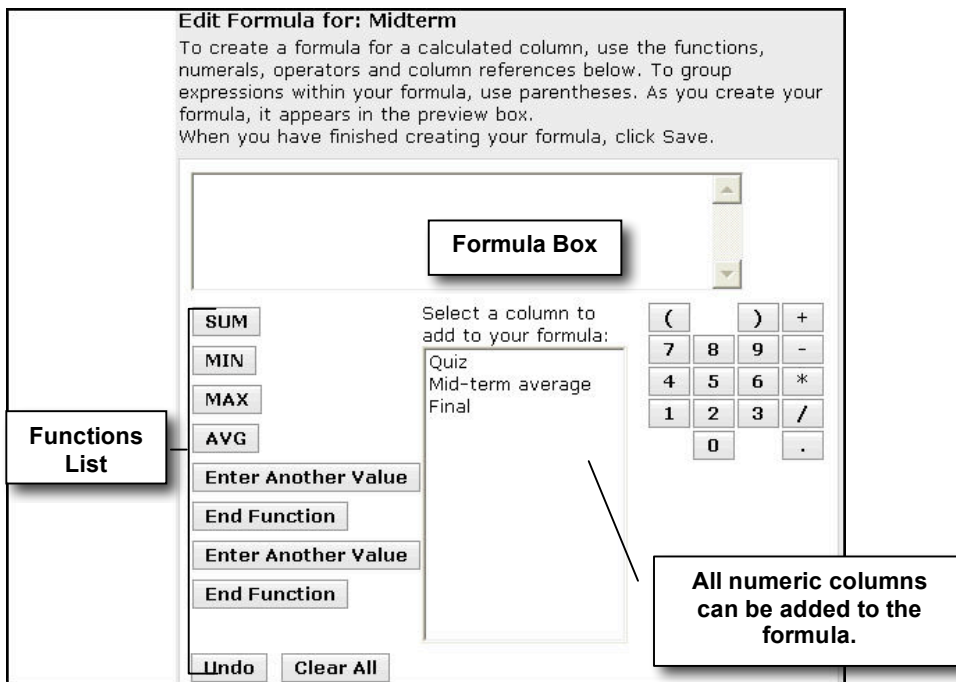
Once you've created a calculated column, you must edit its formula.

⇒ To edit a calculated column formula:

1. Locate the calculated column formula you want to edit and select **Edit Column Formula** from the column's View Options for This Column menu.



The Edit Column Formula screen appears.



2. Enter the formula using a combination of onscreen functions by using the numeric keypad, list of columns, and function buttons.

Note: You cannot edit the Formula text box by typing in it.

3. Scroll to the bottom of the screen and click **Save** when you're done. The Edit Column Settings screen appears.

Some guidelines:

- To enter numbers and arithmetic operators in the formula box, use the mouse to select numbers, symbols, and operators on the numeric keypad.
- To clear the last value entered in the Formula text box, click Undo on the Edit Formula screen.
- To clear all values from the Formula text box, click Clear All.
- MAX (maximum), MIN (minimum), AVG (average) and SUM refer to a function performed on a list. For example, to take the highest score from three quizzes to be used in the calculation of a final grade, you would pick a function - in this case MAX - enter values, and then end the function.

Example: `AVG{[Midterm] + [Project]}`

Some scenarios:

You can use calculated columns to perform common grade adjustments such as curving a grade, or dropping the lowest score.

- Student performance on the Unit 1 quiz was less than you'd hoped for.

Since it was the first online quiz for the class, you decide to grade it on a curve by adding seven points to each student's grade.

```
[Unit 1: Quiz]+7
```

- Your students completed four 30-point Unit quizzes, but you want to drop the lowest score, so that only the three highest grades count.

```
SUM{[Unit 1 Curved],[Unit 2: Quiz],[Unit 3: Quiz],[Unit 4: Quiz]}-MIN{[Unit 1 Curved],[Unit 2: Quiz],[Unit 3: Quiz],[Unit 4: Quiz]}
```



Practice Activity 4: Editing Column Data

Edit Column Data (Group)

- From the Action Links menu on the new **Emails** column that you created earlier, select **Edit Values**
- In the **Change to:** box enter in a few email addresses
- At the bottom of the page, click on **SAVE**

Edit Column Data (Individual)

- Click on the **People Links** drop down menu click on **Maya Consuelo's**
- Click on **Edit Member**
- In the Emails row, in the **Change to:** box field, type in a new email

At the bottom of the page, click on **SAVE**

Modifying Column Settings

Column Settings determine how information appears in the columns. Column Settings allow you to adjust attributes such as alignment, number of decimals, and whether the column is released for students to view.

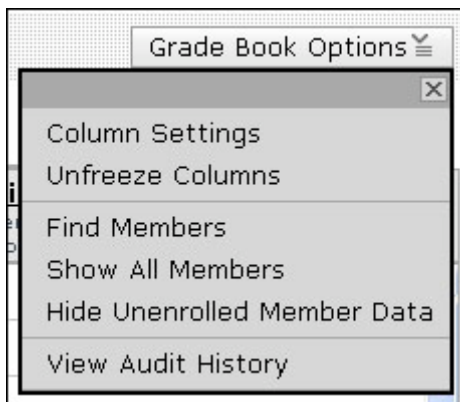
From Column Settings, you can:

- change the column label unless it is a default column, automatically created by a tool, or already contains data, for example, if an assignment was already submitted by a student.
- change the column type.
- indicate the alignment of the column – left, centered, or right.
- release grades to students.
- indicate whether the column is a graded column.
- specify the number of decimals that should be displayed in the column.
- edit the maximum value of the column.

Note: Depending on the column type, you may not be able to change specific settings.

⇒ To modify column settings:

1. From the Grade Book screen, click **Grade Book Options** and click **Column Settings**.



The Column Settings screen appears.

Column Settings

Create Column

Columns that are automatically created cannot be renamed.

Columns that you create can be renamed by clicking the linked label.

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	Lab Section	User ID	Role
Type:	Alpha	Alpha	Text	Alpha	Alpha
Alignment:	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	No	Yes	Yes
Grade Column:	No	No	No	No	No
Decimals:					
Maximum value:					
Source:					
Release Statistics:					

Delete Release Do Not Release

- Align - - Decimals - - Grade: -

- To change a column label, click a linked label.
- To change the Type, Alignment, Decimals, or Maximum Value, click the linked value. A pop-up screen appears, allowing you to enter a new value.
- To change the **Released to Students and Grade Column** settings, click the **Yes/No** toggle.
- To edit multiple columns at one time, in the first row, select the check boxes that correspond to the columns you want to edit. Then select the desired alignment, decimal, or grade option from the drop-down lists at the bottom of the screen.

Practice Activity 5: Renaming Columns

- o Click on **Grade Book Options** button
- o Select **Column Settings**
- o Click on **Email** Action Link
- o Select **Rename** to "Email Address"
- o Click on **SAVE**
- o On the **Breadcrumbs**, click on **Grade book**

Modifying the Grade Book Screen

You can modify the appearance of the information in Grade Book to suit your preferences. You can:

- freeze and unfreeze columns.
- reorder all of the columns, except Last Name and First Name.
- sort columns.
- hide or show columns, except Last Name and First Name.

Freezing and Unfreezing Columns

Freezing columns means keeping the Last Name and First Name columns fixed on the screen while you scroll horizontally. It allows you to see the user names that correspond to the column data when viewing a Grade Book tab with numerous columns. You can unfreeze columns if this isn't necessary.

⇒ To freeze or unfreeze a column:

1. From the Grade Book screen, click **Grade Book Options**. A pop-up menu appears.
2. Click **Unfreeze Columns** or **Freeze Columns**. The command will be Unfreeze Columns if they are currently frozen and Freeze Columns if they are currently unfrozen.

Practice Activity 6: Freeze Column Feature

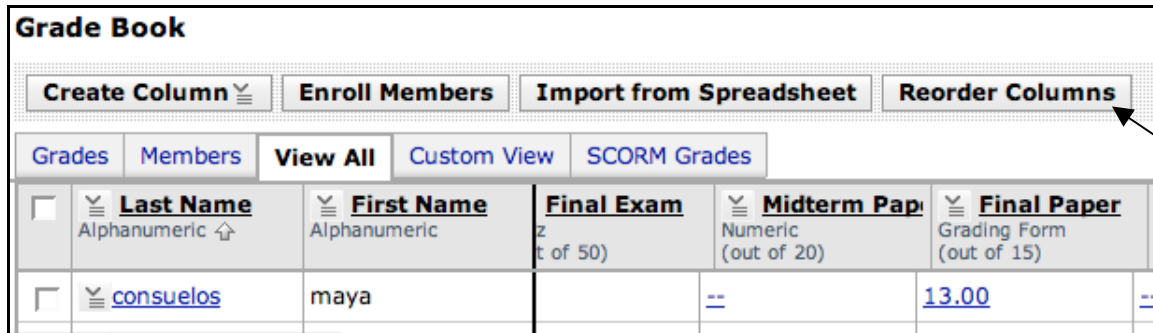
- Click on the **Teach Tab**
- On the Instructor Tools at the bottom, click on **Grade Book**
- Click on **Grade Book Options**
- On the drop down menu, click on **Freeze Columns**
- Click once on a student's name and then scroll along the **now highlighted yellow** row

Reordering Columns

You can determine the left-to-right order to display columns. The order of columns is set per Grade Book tab. By default, the Last Name, First Name, User ID, and Role columns appear first. Columns you create appear from left to right, in the order that they were created.

⇒ To reorder columns:

1. Locate the tab that contains the columns that you want to reorder and click **Reorder Columns**.



2. The Reorder Columns screen appears with a list of columns displayed. The top column in the list is the leftmost column in the tab view.
3. Next to each column you want to move, select the check box.
4. Do one of the following:
 - Move the selected columns by clicking the appropriate **Move Selected Columns Above** icon.
 - Insert selected items at the bottom of the list by clicking the last icon in the Move column. These items will appear farthest to the right in the Grade Book tab view.
5. Click **Save**. The tab you started on appears, with your changes.

Sorting Columns

You can sort columns in the reverse order in which they are currently sorted. For example, by default, the Last Name column is sorted alphabetically. To sort in reverse alphabetic order, sort that column.

⇒ To sort a column, locate the column you want to sort and from the View Options for This Column menu, click **Sort Column**.

Hiding and Showing Columns

You can determine which data columns display in each tab. You cannot hide the Last Name and First Name columns.

⇒ To hide one column at a time, locate the column you want to hide, and from the View Options for This Column menu, click **Hide Column**.

⇒ To hide multiple columns:


1. Locate the columns that you want to hide.
2. Click **Reorder Columns**.
3. Select to hide individual columns or all of the columns.
4. Click **Save**. The tab that you started on appears, and the columns are hidden.

To show columns:

1. Locate the columns that you want to show.
2. Click **Reorder Columns**.
3. Select to show individual columns or all of the columns.
4. Click **Save**. The tab that you started on appears, displaying your changes.

Practice Activity 7: Reordering and Hiding Columns

Reordering Columns

- o Click on **Reorder Columns**
- o Scroll down the list and click on small box to the left of **"Emails"**
- o In the **MOVE** column, move your cursor to where you want to move the column
- o When you hover over this icon , you see this tag pop up **"Move selected items above"** + click
- o At the bottom of the page, click on **SAVE** - column is now at the **beginning**

Hiding Columns:

- o Click on **Reorder Columns**
- o Click on the small box to the left of **Lab Section** and then click **Hide Column** button

At the bottom of the page, click on **SAVE**

Managing Members

Throughout the semester, you will use the Grade Book tool to enroll and manage students and other members. You can perform some operations on multiple members at one time.

For individual members, you can:	For multiple members, you can:
<ul style="list-style-type: none"> • enroll them. • unenroll the member to prevent them from accessing the course. You can still view performance reports for unenrolled students. • grant and deny access to the course. • edit member information and grades. • send mail messages. • view Performance Reports. • view audit history. 	<ul style="list-style-type: none"> • unenroll to prevent them from accessing the course. You can still view performance reports for unenrolled students. • grant and deny access to the course. • send mail messages. • export their data to a spreadsheet.

Enrolling Members

The Grade Book tool allows you to add students and auditors to your course.

Note: To add members to your course you must know a member's user name and they must already exist in the institution's database of users. If the members do not exist in the institution database, contact your administrator.

⇒ To enroll a member:

1. From the Grade Book screen, click **Enroll Members**. The Enroll Members into this Course screen appears.
2. Enter the exact user name.
3. Select *Student* or *Auditor* and click **Enroll**. The screen updates, showing the member you want to enroll.
4. Click **Save**. The member is now enrolled into your course.

Managing Individual Members

Once members are enrolled in your course, you can send them email, edit their information, view their performance report, deny access to the course, or unenroll them.

⇒ To manage an individual member:

1. From any of the Grade Book tabs, click the **View Options for this Member** icon. A pop-up menu appears.

Create Column Enroll Members Import from Spreadsheet Reorder Columns					
Grades Members View All Custom View SCORM Grades					
	Last Name <small>Alphanumeric</small>	First Name <small>Alphanumeric</small>	Unit 1 Assigr <small>Numeric (out of 20)</small>	Unit 2 Assigr <small>Numeric (out of 100)</small>	Unit 1 Quiz <small>Quiz (out of 10)</small>
<input type="checkbox"/>	consuelos	maya	--	85	6.00
<input type="checkbox"/>	Cooper	Joan	--	91	^7.00
<input type="checkbox"/>	Donovan	Charles	--	78	6.00
<input type="checkbox"/>	Fairbanks	Scott	--	88	^9.00
<input type="checkbox"/>	Fields	Shannon	19	--	10.00
<input type="checkbox"/>	Hamilton	Anne Marie	18	--	10.00
<input type="checkbox"/>	Homer	Karen	19	--	8.00
<input type="checkbox"/>	kawasawki	nicoyo	19	76	2.00
<input type="checkbox"/>	kowalski	mika	--	--	2.00
<input type="checkbox"/>	leblanc	michel	--	--	--
<input type="checkbox"/>	Lee	Fong Fong	19	--	^8.00
<input type="checkbox"/>	Lee	Leanne	18	--	8.00

[Send Mail](#)
 [Export to Spreadsheet](#)
 [Grant Access](#)
 [Deny Access](#)
 [Unenroll](#)

2. Select one of the following:

- Edit Member.
- Send Mail
- View Performance Report.
- Deny Access

Note: A red x mark appears beside the member's last name. When the member tries to access the course, they will see a message that they are denied access. Denying access does not unenroll the user.

- Unenroll Member

Managing Multiple Members

You can save time by performing tasks on multiple members at one time. For instance, you could select a group of students who haven't completed a particular project and quickly send them an email reminder.

⇒ To manage multiple members:

1. From the Grade Book screen, select the members you want to manage. You can select all displayed members by selecting the check box in the table heading row.
2. Select one of the following:
 - Send Mail
 - Export to Spreadsheet
 - Grant Access
 - Deny Access
 - Unenroll

Practice Activity 8: Managing Members

Part I

- On the student name *Leanne Lee*, click on the **People Links** drop down menu
- Click on **Edit Member**
- On Unit 1 Quiz, click on **View Audit History** and click **Done**
- On Unit 1 Quiz, in the **Change to:** box, change the mark from **8** to **7**
- At the bottom of the page, click on **SAVE**
- You should now see a **^7.00** in the *Leanne Lee's* row in Unit 1 Quiz column
- Click on **^7.00**
- Click on **View Audit History**

Part II

- Click on the **People Links** drop down menu click on Chin Sun
- Click on **View Performance Report** for **CHIN SUN** + browse through this screen
- Click on **View Student Grades** for Chin Sun + browse through this screen
- Click on **View Tool Usage**

Send **individual mail** to Chin Sun

Finding Members

You can search for a set of members to perform common operations on them at one time. Search criteria you can use include:

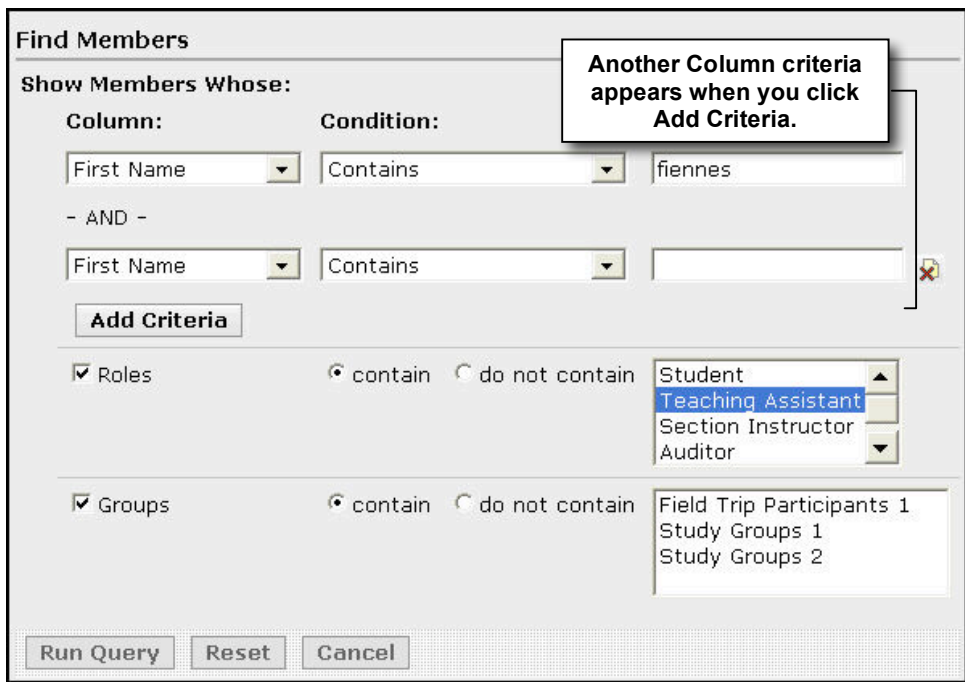
- one or more of the columns in the Grade Book tool
- role type (e.g. students, teaching assistants, auditors)

- group membership
- any combination of the above

EXAMPLE You can search for students who scored below 75% on a quiz and then send them an e-mail message with suggestions for improving their performance.

To find members:

1. From the Grade Book screen, click **Grade Book Options** and click **Find Members** from the pop-up menu that appears. The Find Members screen appears.



2. To search by column:
 - a. From the Column drop-down list, select the column that you want to search. **Note:** Leave the Condition: Contains.
 - b. Enter a value in *Value* and click **Add Criteria**. Values are not case-sensitive.
3. To search by role, select the Role check box and select the role. **Note:** Leave *contain* selected.
4. To search by group, select the Group's check box and select the group. **Note:** Leave contain selected.
5. Click **Run Query**. The tab where you started your search appears, displaying members that meet your criteria.



You can also specify that a search does not contain a value you specify. For example, you can specify to search by roles and to exclude Teaching Assistants from your search.

⇒ To return to displaying all members, from the Grade Book screen, click **Grade Book Options** and click Show All Members from the pop-up screen that appears. All members appear.

Practice Activity 9: Finding Members

- Click on **Grade Book Options**
- Click on **Find Members**
- In the **Column:** drop down menu box, scroll down and select **Lab Section**
- In the **Value:** box enter "**101**"
- Click on **Run Query**
- All **101** members will be displayed
- Click in the small box to the left of the **LAST NAME** column
- All Lab101 students should now be highlighted in grey
- At the bottom of the page, click on **Send Mail**

To return to All students:

- **Click on Grade Book Options**

Click on **Show All Members**

Managing Grades

You can perform many grade management tasks from the Grades tab, including

- entering or overriding grades.
- releasing grades to students.
- viewing column statistics.
- viewing audit history.

Entering and Overriding Grades

In Grade Book, you can enter grades directly into columns that are not automatically filled in by the tool. For example, you can enter grades into columns that record grades for overall participation.

You can also override grades for columns that contain data that has been automatically filled in (e.g., quiz, assignment, or gradable discussion) or calculated (e.g., letter grades, calculated grades).

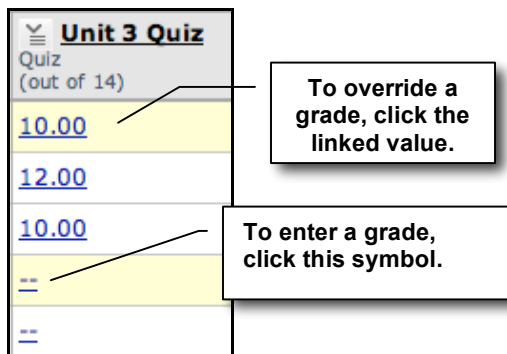
For example, you might want to override data for a quiz if you've determined that the quiz was too difficult. When you override a grade, a caret symbol (^) is added to the cell to indicate that the data has been overridden.



You can also edit grades for individual students by selecting Edit Member from the View PeopleLinks Options for this User menu.

⇒ To enter or override a grade for a single student:

1. Locate the student and then the corresponding grade.



The screenshot shows a table for 'Unit 3 Quiz' with a 'Quiz (out of 14)' column. The first row has a grade of 10.00 with a small caret symbol (^) next to it. The second row has a grade of 12.00. The third row has a grade of 10.00. The fourth and fifth rows have empty cells with a small caret symbol (^) in the first column. Two callout boxes are present: one pointing to the 10.00 grade with the text 'To override a grade, click the linked value.' and another pointing to the caret symbol in the fourth row with the text 'To enter a grade, click this symbol.'

The Edit Value screen appears.

2. Beside *Change To*, enter or edit the value.

Edit Value for: Unit 3 Quiz

Member: maya consuelos

Revert to Original: 10.00

Change To:

Comment:

Audit comments will only be saved when a grade change has been made.

3. If you want, under Comment, enter a comment to appear in the Audit History.
4. Click **Save**. The new grade appears in the Grade Book screen.

⇒ To enter or override grades for multiple students:

1. Locate the column and from its View Options for This Column menu, click **Edit Values**. The Edit Column screen appears.

Edit Column: Unit 3 Quiz

Members 1-24 of 24

First Name	Last Name	User ID	Current Value	Change to	Comment	
maya	consuelos	mayac	10.00	<input style="width: 80px;" type="text" value="10.00"/>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>	<input type="button" value="View Audit History"/>
Joan	Cooper	JoanC	12.00	<input style="width: 80px;" type="text" value="12.00"/>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>	<input type="button" value="View Audit History"/>
Charles	Donovan	CharlesD	10.00	<input style="width: 80px;" type="text" value="10.00"/>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>	<input type="button" value="View Audit History"/>

2. For each student, enter the grade and if you want, a comment to appear in the Audit History.
3. Click **Save**.

Releasing Grades to Students

If the My Grades tool has been added to the Course Menu, students can access their grades. You determine which grades students can see by releasing the associated columns in Grade Book. You can only release grade-related columns.

⇒ To release grades:

1. From the Grade Book screen, click **Grade Book Options** and, from the pop-up menu that appears, click **Column Settings**. The Column Settings screen appears.
2. Do one of the following:
 - To release a single column, click the **No** link under Released to Students to change it to Yes.
 - To release several columns, select the columns' header check boxes and click **Release**.

Practice Activity 10: Releasing Grade to Students

- Click on **Grade Book Options**
- Click on **Column Settings**
- View **Released to Student row**

Viewing Column Statistics

You can view the following statistics for calculated, numeric, and alphanumeric columns from the Grades, View All, or Custom View tabs:

- count – the total number of values in the column
- average – the average value of all values in the column
- median – the middle value in a distribution of column values
- maximum – the maximum column value
- minimum – the minimum column value
- standard deviation – the measure of the variation in a distribution of column values

⇒ To view column statistics:

1. Locate the column that you want to view statistics for. From its *View Options for This Column* menu, click **Column Statistics**. The Column Statistics screen appears displaying all available statistics.
2. Click **OK**.

Viewing Audit History

You can view a history of all changes to grades. The Audit History displays the date and time of change and indicates which user made the change.

⇒ To view the audit history for a single student:

1. Locate the student and from the View Options for This Column menu, click **Edit Member**. The Edit Member screen appears.
2. Next to the student's name, click **Audit History**. The Grade Audit History pop-up screen appears, displaying all changes made to all columns for this student.

Grade Audit History maya consuelos						
Member	Date/Time ↑	Column	User	Old Grade	New Grade	Comment
maya consuelos	August 29, 2007 11:45 AM	Unit 2 Assignment	Emily Renoe & kele fleming Section Designer,Section Instructor		85	
maya consuelos	September 4, 2007 12:35 PM	Unit 1 Quiz	maya consuelos Student		6.00	
maya consuelos	September 4, 2007 12:36 PM	Unit 2 Quiz	maya consuelos Student		6.00	
maya consuelos	September 4, 2007 12:36 PM	Unit 3 Quiz	maya consuelos Student		10.00	

3. Click **Done**.

Practice Activity 11: Exporting Grades to Excel

- At the bottom of the Grade Book, click on "**Export to Spreadsheet**".
- Click on **Export**
- Select **Open**

Part IV: Vista Help & Resources

Login to Vista (with CWL):	http://www.elearning.ubc.ca/vista
Vista Guides & FAQs:	https://www.elearning.ubc.ca/home/index.cfm?menuClicked=16%2F5%2F&p=main%2Fdsp_vista_instructors.cfm
Vista Upgrade Project:	http://www.elearning.ubc.ca/vistaproj
Workshops & Events:	http://www.elearning.ubc.ca
Ask Dr. C. – Vista Forums:	http://www.blackboard.com/communities/ask_drc/ask_drc_Faculty.htm

Instructional Support Staff

Applied Science Instructors:	<p>Jim Sibley Educational Technology Coordinator Centre for Instructional Support Faculty of Applied Science 2006-2324 Main Mall Phone: 604.822.9241 Fax: 604.822.7006 learning@apsc.ubc.ca http://www.learning.apsc.ubc.ca</p>
	<p>Sophie Spiridonoff Educational Technology Consultant Phone: 604.822.9572 sophie.spiridonoff@ubc.ca</p>
	<p>Jennifer Jing Zhao (School of Nursing) e-Learning Technologist School of Nursing Phone: 604.827.3389 jennifer.zhao@nursing.ubc.ca</p>

Arts Instructors:	<p>Arts Instructional Support Course Development Facility 1866 Main Mall - Buchanan B118 Office hours Phone: 604.822.1377 artsIS@arts.ubc.ca</p>
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College of Health Disciplines Instructors:	<p>Michael MacIsaac College of Health Disciplines Woodward Instructional Resources Centre 400 - 2194 Health Sciences Mall Tel: 604.822.8693 michael.macisaac@ubc.ca</p>
College of Health	Imelda Wong

Disciplines Instructors:	<p>College of Health Disciplines Bridge Program Administrator James Mather Building - Room 278 5804 Fairview Ave. Vancouver , BC V6T 1Z3 Phone: 604.822.8042 Fax: 604.822.4994 imeldaw@interchange.ubc.ca Bridge Program www.bridge.ubc.ca</p>
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Dentistry Instructors:	<p>James Pagnotta Media Support Analyst UBC Faculty of Dentistry TST 217 - 2150 Western Parkway Vancouver BC V6T 1V6 Phone: 604.222.6852 Fax: 604.228.4288 jpagnott@interchange.ubc.ca</p>
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Office of Learning Technology Instructors:	<p>OLT Support: olthelpdesk@exchange.ubc.ca Phone: 604.822.0836</p>
	<p>Joseph Khalil Distance Education and Technology 2329 West Mall Room 1170 V6T 1Z4 Phone: 604.822.9891 Joseph.khalil@ubc.ca</p>
	<p>Anne-Rae Vasquez-Peterson Distance Education and Technology 2329 West Mall Room 1170 V6T 1Z4 Phone: 604.822.2984 annerae.peterson@ubc.ca</p>

Education Instructors:	<p>Sue Wood Systems/Consultant Computing & Media Services Phone: 604.822.6390 sue.wood@ubc.ca</p>
	<p>Vicki Domansky Education, Computing & Media Services Phone: 604.822.5248 vicki.domansky@ubc.ca</p>

FHIS Instructors:	Joel Chauvin French, Hispanic, Italian Studies Office: Buto 710 Phone: 604.822.5534 joelch@interchange.ubc.ca
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First Nations Instructors:	Linc Kesler Director, First Nations Studies Program Buchanan C352 866 Main Mall Vancouver BC V6T 1Z1 Phone: 604.827.5176 lkesler@mail.arts.ubc.ca
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Forestry Instructors:	Renita Drakes Education and Web Technology Coordinator 2062 - 2424 Main Mall Forest Sciences Centre Phone: 604.822.0024 rdrakes@forestry.ubc.ca
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Land and Food System Instructors:	Kalev Hunt Online Learning Specialist Learning Centre, Faculty of Land and Food Systems Office MCML 260A Phone: 604.822.2492 is@agsci.ubc.ca
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Library Instructors:	Yvonne Chan UBC Library Library Systems Library Processing Centre 2206 East Mall Vancouver BC V6T 1Z3 Phone: 604.822.0578 Fax: 604.822.3201 yvonne.chan@ubc.ca
-----------------------------	--

Medicine Instructors:	<p>Christopher Stephenson e-Learning Systems Administrator UBC Faculty of Medicine S471 - 2211 Wesbrook Mall V6T 2B5 Ph: 604.822.3637 Fax: 604.822.2495 christjs@interchange.ubc.ca</p>
	<p>Elliot Wang MEDICOL Administrator Undergraduate Medical Program S471 - 2211 Wesbrook Mall V6T 2B5 Ph: 604.822.7230 Fax: 604.822.2495 medicol@interchange.ubc.ca MEDICOL Homepage: http://www.med.ubc.ca/medicol</p>
	<p>Ronnie Sizto Health Care & Epidemiology System & Network manager Ph: 604.822.4944 ronnie.sizto@ubc.ca</p>
Medicine Instructors:	<p>Diane McPherson Medical Genetics Network & Computer Support Ph: 604.875.2817 dmcpherson@cw.bc.ca</p>
	<p>Eva Germann Department of Surgery IT and Statistical Analysis Support Ph: 604.875.4819 eva.germann@ubc.ca</p>

Office of External Programs Admin (Education) Instructors:	<p>Natasha Boskic Educational Technology Manager Office of External Programs (former OCPE) Faculty of Education 1305-2125 Main Mall Tel: 604.822.1831 natasha.boskic@ubc.ca</p>
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Pharmacy Instructors:	Felicia Lo PlanetFish Design 503 - 318 Homer Street Vancouver, BC V6B 2V2 http://www.planetfishdesign.com Tel: 604.734.7951 info@planetfishdesign.com
Sauder School of Business Instructors:	William Tan MIS Lecturer Sauder School of Business Ph: 604.822.9571 william.tan@sauder.ubc.ca
	Shirley Irvine Sauder School Of Business Software Support Office Ph: 604.822.0270 shirley.irvine@sauder.ubc.ca
	John Bridal Manager, Program Development Real Estate Division Sauder School of Business 202 - 2053 Main Mall V6T 1Z2 Phone: 1.877.892.1122 Fax: 250.642.0297 john.bridal@sauder.ubc.ca www.realestate.ubc.ca

Faculty of Science	
Botany & Zoology Instructors:	Emily Renoe Department of Botany Room: 0502A Biological Sciences Building 6270 University Blvd Vancouver, B.C. V6T 1Z4 Phone: 604.822.4903 Support: 8 hours/week erenoe@interchange.ubc.ca
Chemistry Instructors:	Elizabeth Varty Chemistry D221A - 2036 Main Mall Ph: 604.822.2068 varty@chem.ubc.ca
Computer Science Instructors:	Monica Glaboff CICSUR 2366 Main Mall Phone: 604.822.3264 glaboff@cs.ubc.ca
	Laszlo Hollander CICSUR 2366 Main Mall Phone: 604.822.1220 laszlo@cs.ubc.ca
Microbiology & Immunology Instructors:	Tracy Kion Faculty of Science Instructor, Microbiology and Immunology Ph: 604.822.0085 tkion@interchange.ubc.ca
Physics & Astronomy Instructors:	Mary Ann Potts 203A Hennings Bldg Ph: 604.822.6913 map@physics.ubc.ca
All Other Faculties:	ITServices ITServices can setup WebCT courses, add designers, students and TA's for you. Contact us at elearning-admin@it.ubc.ca
UBC Okanagan:	Peter Arthur Centre for Teaching & Learning Email: peter.arthur@ubc.ca Ph: 250.807.9207
	Janine Hirtz Centre for Teaching & Learning Email: janine.hirtz@ubc.ca Ph: 250.807.9133

ITServices	
Service Support:	Jeanne Lee Learning Applications Support Analyst Ph: 604.822.6590 jeanne.lee@ubc.ca
	Renbo Huang Learning Applications Tech. Analyst Ph: 604.822.2357 renboh@exchange.ubc.ca
System authentication support:	Larry Andreutti Systems Admin. Developer Ph: 604.822.1773 larrya@exchange.ubc.ca
For Server Problems:	Contact ITServices at: elearning-admin@it.ubc.ca
Course Management Tool Support/Developer:	Javier Bernal Applications Support Developer Ph: 604.822.6877 jabernal@exchange.ubc.ca
ITServices Learning Applications Manager:	Lynda Cooper Manager, Learning Application Services Ph: 604.827.4453 lynda.cooper@ubc.ca
General Student/user queries:	Customer Support Help Desk 100 - 6356 Agricultural Road LS Klinck Bldg. (UBC Vancouver) Ph: 604.822.2008 (UBC Okanagan) Ph: 250.491.6611 help@it.ubc.ca
After Hour System Problems:	ITServices Network Operations Centre (NOC) Ph: 604.822.2074

Contact Information	
Problems or Feedback:	Please email: elearning-admin@it.ubc.ca When reporting problems, please include the original error message in your email.