

Subject: Teaching Assignment & Section Management (TASM): Release 1 Pilot
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Date: 24/07/2013 4:29 PM
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Dear Instructor,

What's it all about?

The Teaching Assignment and Section Management (TASM) project sits within the wider [Student Interaction Transformation Program \(SITP\)](#) and under the umbrella of a broader collection of projects TASM, Scheduling and Student Evaluation of Teaching, collectively referred to as 'TS3'.

The projects main focus is to create a singular source for information on -"who is doing what related to a section". It enables the process of assigning Teaching Assistants (TAs) and Instructors to a section and identifying their duties: assisting, coordinating, marking and submitting grades.

A new screen has been created in the Student Information System Centre (SISC) to capture the duties. The assignment of a duty using the new screen will allow for appropriate automatic access to other systems e.g. the Faculty Service Centre (FSC)

About the pilot:

The TASM project will be piloting a release on July 24th.

The pilot will focus on one aspect of the TASM project:

- **The process of assigning specific duties to Teaching Assistants (TAs) and provisioning them with access to the Faculty Service Centre.**

Five Departments will be piloting the release

Deanna Holmes *Arts (Art Hist., Visual Art & Theory)*

Ana Chicoine *Applied Science (Engineering)*

Mireille Berthias *Arts (French, Hispanic & Italian)*

Tammy Tromba *Science (Biology)*

Jennifer Stewart *Education (TEO)*

At this time, **only the Departments included in the pilot groups** will be provided with access to the Faculty Service Centre.

Expected pilot outputs:

ü **To gain feedback on the new SISC Assignment functionality**

§ **What features did you not like or think should be changed**

§ **What additional features would be good to have**

ü **To understand the process of the assignment, management and coordination of TA duties**

§ **Who has the necessary TA duty information in your department**

§ **How to obtain that information**

Who do I contact for more information?

If you have any further questions, please contact the TS3 Project Change Lead, Marianne Dillon, via email:

marianne.dillon@ubc.ca

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You can also find out more information about the project on the [TASM Website](#)

Thank you,

Nina Kessler

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