



Section Assignment Defaults User Guide

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2 Log into SISC

2.1 Click <CWL Login> button

Student Information Service Centre (SISC)
The Student Information Service Centre (SISC) is geared to faculty and staff who perform student- on campus. Students should be accessing the the [Student Service Centre](#).

Installing and Launching the SISC (Faculty and Staff only)
Click on the button below to launch the SISC through your CWL account.



Note: If you have more than one CWL account, please log in with the same account that you will use

2.2 Enter your CWL login name and password. Click <Continue>

Campus-Wide Login  simple and secure

Your use of Campus Wide Login (CWL) services and all other computing and communications services and facilities is subject to UBC's policies and guidelines, as may be amended by UBC from time to time, including without limitation, [UBC Policy #104 - Responsible Use of Information Technology Facilities and Services](#) and [Copyright Guidelines for UBC Faculty, Staff, and Students](#) (the 'UBC Policies and Guidelines'). [What is this?](#)

Please enter your Campus Wide Login (CWL) account details to access this application



What is CWL? [Find out here.](#)
Don't have a CWL account? [Create one now.](#)

2.3 Wait for SISC to start



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3 What is the Section Assignment Defaults Screen?

From this screen users can set default assignments for:

- TA Duties
- Instructor Duties
- Instructor Publish Setting
- TA Publish Setting

When a TA or Instructor is assigned to a section, either manually, via bulk upload or in Scientia, the default settings will be automatically assigned

Defaults are applied at a campus subject level

3.1 What is the purpose of the default setting and when would I use them?

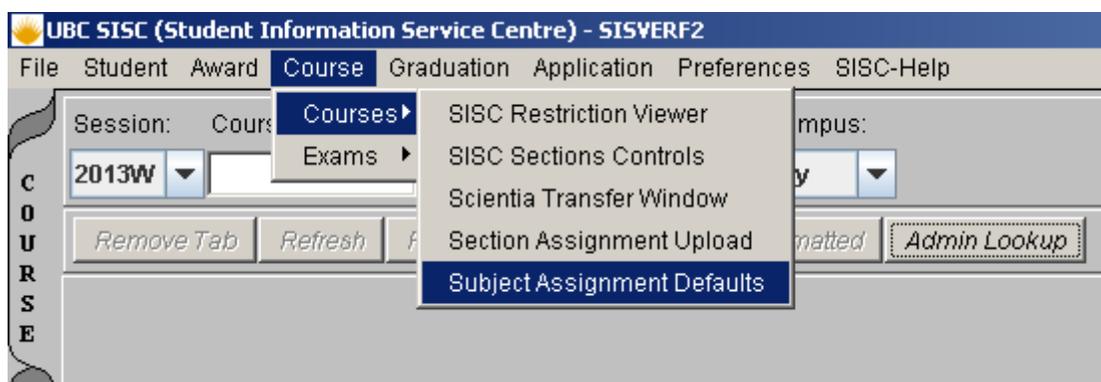
A default setting could be used if there is a commonality among the duties of either the TAs or instructors for that subject. Applying a default could save time if, either, all TAs or Instructors for that subject have the same duties.

Example: A default setting for UBC EDUC could be to assign Coordinator duty to any instructor that is assigned to EDUC subject at UBC campus. By setting this default all instructors assigned, either manually or through bulk upload, will be given this duty automatically.

4 Navigate to Section Assignment Defaults screen

4.1 From the top menu, select Course > Courses > Section Assignment Defaults

This will take you to the Section Assignments Defaults screen



4.2 The Section Assignment Defaults screen

On this screen you will be able to set subject level defaults for duties and the publish flag.

4.3 Adding subjects

Click on Edit to start. In order to add the defaults you first have to find and add the subjects to which you want to apply the defaults.

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- 1 **To add a subject:** click on the <Add Subject> button. Check the subject/s you want to add to the default list and click <OK>, the subjects will appear on the Added subjects List
- 2 **Apply defaults:** Check the boxes for each default you want to apply to the subject
- 3 **To remove a subject:** Highlight the subject from “added subject list” and click <Remove Subject>
- 4 **Don’t forget to ‘Save’:** Once you have added defaults to the subjects click <Save>

Session: Course Subject: Course Number: Section: Campus: 2013W Any

Remove Tab Refresh Print Copy Save Print Formatted Admin Lookup

Subject Assignment Defaults

Teaching duties are given to assignments coming from Scientia and this is not configurable as a default setting.

Campus	Subject	Instructor Publish	Instructor Coordinating	Instructor Grading	TA Publish	TA Student Contact L1	TA Student Contact L2	TA Marking	TA Assisting
UBC	BIOL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UBC	PSYC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UBC	CPSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Subject(s) to Add

Selected	Campus	Subject
<input type="checkbox"/>	UBC	AFST
<input type="checkbox"/>	UBC	ANTH
<input type="checkbox"/>	UBC	ARBC
<input type="checkbox"/>	UBC	ARC
<input type="checkbox"/>	UBC	ARTH
<input type="checkbox"/>	UBC	ARTS
<input type="checkbox"/>	UBC	ASIA
<input type="checkbox"/>	UBC	ASIC
<input type="checkbox"/>	UBC	ASLA
<input type="checkbox"/>	UBC	ASTR
<input type="checkbox"/>	UBC	ASTU
<input type="checkbox"/>	UBC	ATSC
<input type="checkbox"/>	UBC	BIOT
<input type="checkbox"/>	UBC	BOTA

1 Add Subject Remove Subject 3

2 'Added Subject List' for defaults

4 Save

5 Key points to note

5.1 Applying defaults

- Once you have applied defaults, they will be applied to Instructors or TAs each time they are assigned to the section, either manually, though Scientia or through the bulk upload

5.2 Teaching Duty for Instructors

- You cannot add a default setting for the Instructor “Teaching” duty; the teaching duty is automatically applied for assignments done in Scientia

5.3 Changing the default setting

- To change the default setting, navigate back to the Section Assignment Defaults screen, check or uncheck the default then <save>
- The new settings are applied to the very next assignment made. You can make assignments, change settings, and then make more assignments using the new settings
- Note:** Any user who has access to the default settings or a subject may change the setting – if changed, all assignments attached to that subject will be impacted. Take note of this



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capability when working with other users who have the ability to change settings for a subject you are working on.

5.4 What if the default doesn't apply to my Instructors or TAs?

- If the default doesn't apply to some of the Instructors or TAs, you can manually change the duty or publish flag by going into the SISC Section Controls screen and manually checking or unchecking the duty or flag.

