

TA Helpful Information:

Keys: See Marilyn about getting your outdoor key to North Hall and your computer lab key, which will also open the TA office doors. First, you will get your deposit cards which you take to the Bursar's Office at 333 East Campus Mall. There you pay a deposit of \$25 for each key. Return your deposit cards, stamped "money received" to Marilyn for your keys.

Equipment & North Hall Reservations: Please check with the person at the front desk, 263-2414, to reserve North Hall rooms 211 or 422 (Ogg), the computer projector, or one of the laptop computers. **Notice:** the Ogg room is not available for undergrad course related events. Room 211 should not be reserved for makeup exams or McBurney exams. A special Event Classroom should be requested from the front desk person for these exams (see below).

Special Event Classrooms: If you need a classroom for a special event such as a movie, review session, McBurney exam or lecture exam, email Beth in the office – shipman@wisc.edu with the following information: Course, section, time and date, number of seats, the equipment you need in the room and the reason for needing the room. This room assignment may take 3-4 days so make your requests as soon as you know you will need the room.

If you just need resources such as a VCR, TV, DVD player, etc. for one day for a movie or presentation, you might want to request a special event room that contains these features, E-mail Beth or call Learning Support at 2-1678 and reserve this equipment from them.

Changing classrooms: If you find that your classroom is not conducive to learning, i.e. not enough chairs, not enough time to get from one section to the next, etc., e-mail Marilyn (marilynprice@wisc.edu) and tell her what your concerns are. Include your course number and section as well as the reason you need to move, the number of students, current day/times and classroom location. Your request will be processed and we will e-mail you with your new room. This may take up to a week. Please keep in mind that many of the best instructional rooms have already been assigned. Just because you want a room closer to North Hall doesn't mean there is one available. Be sure to e-mail your students with the new room and building number as well as post a note on your old classroom. Just remember it would be overwhelming if every TA requested a new room for every classroom that was "too far away."

Students who want to switch sections: Managing section changes is the responsibility of the TA. This will be processed by the Registrar's Office at 333 East Campus Mall. Please refer to the "TA Processing Section Changes" information sheet for further details.

Grading: ** TA's do not have authorization to submit final grades for their sections on the web. Only the Instructor can submit them. The grade deadlines will be emailed to the instructor so that the grades can be ready to be entered and submitted on time. Any grades not submitted before the deadline will need grade changes completed by the Instructor and submitted online.