

VUPACE Instructor Guide

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For further questions related to VUPACE, please contact your Program Admin or psi-list@vanderbilt.edu. For Brightspace CE questions, please contact Brightspace@vanderbilt.edu.

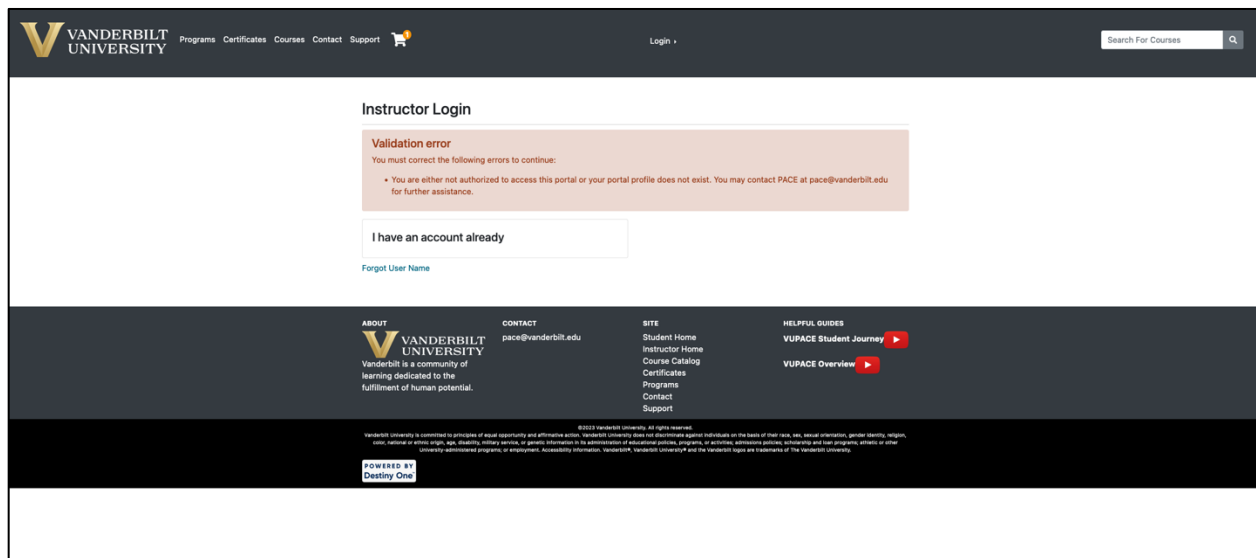
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Basic Actions

Logging In

1. Navigate to **VUPACE**.
2. Click the **Login** dropdown in the navigation bar and click **Instructor Login**.
3. Enter in your VUnetID credentials.

NOTE: If you receive the following message after logging in, please contact your Program Contact.



Logging Out

1. While logged in, click the **Log Out** link in the top navigation bar.

Navigation Overview

Once logged in, there is a sidebar of navigation links. Below is an overview of each link.

Instructor Home

This is the home landing page with helpful tips about navigating the webpage. There is also a Mobile Navigation dropdown for users navigating on mobile devices.

My Profile

Update information like email, phone, etc. Some fields are not editable since they are controlled on the administrative side of VUPACE. If you would like these fields changes, please let your Program Admin know.

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Courses

View the courses you are teaching. You can also view the class list from this tab and manage student grades.

Current Schedule

If your current course has non-TBD dates and times, here you can view the schedule of your current courses.

Forms and Policies

View specific policies that your program may have.

Announcements

View any announcements that may be posted.

Brightspace

Click this link to access Brightspace.

Help

View additional help guides and FAQ to help you manage courses.

Common Tasks

The following actions can only be performed while logged in.

Updating Profile Information (Only editable fields)

1. Navigate to **My Profile**.
2. Review the instructions on the page and either scroll down to edit desired fields or use the sub-menu in the side navigation bar to navigate to different sections.
3. When finished, click the **Save** button at the bottom of the page.

View Class List

Class lists are available 180 days prior to the start date of a course until 21 days after the end date of a course.

1. Navigate to **Courses**.
2. Click the **Course Number** of the course class list you would like to view.

Updating Grading Sheet

1. Navigate to **Courses**.
2. Click the **Course Number** of the course you would like to view.

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3. A sub menu will appear in the side bar underneath the **Courses** link. Click the **Grading Sheet** link.
4. Follow the instructions on the Grading Sheet page and make the desired changes.
5. Click **Save** at the bottom of the page when finished.

Viewing the Course Profile

1. Navigate to **Courses**.
2. Click the **Course Number** of the course you would like to view.
3. Once you do this, a sub menu will appear in the side bar underneath the **Courses** link. Click the **Course Profile** link.

Viewing the Class Schedule

1. Navigate to the **Current Schedule** tab to view your schedule for all courses.

Viewing Program Specific Policies

1. Navigate to the **Forms and Policies** tab.
2. Select the form that pertains to your Program.

Accessing Brightspace

1. Click the **Brightspace** tab to access the Brightspace CE webpage.
2. Navigate to the **My Courses** section to manage your courses.
3. If you have any further questions about building your course, please contact Brightspace@vanderbilt.edu.

NOTE: When you click this link, it is possible to encounter this error:

**VANDERBILT
UNIVERSITY**

Not authorized

 **Error: Not authorized**

You are not authorized to view the page you are trying to reach.

If you believe you encountered this page in error, and that you should have access to the resource you are trying to access, contact technical support.

This error means that your instructor account may not be set up correctly. Please contact your program admin or psi-list@vanderbilt.edu for further assistance.