

Virtual Office Hours

<http://voh.chem.ucla.edu>

Department of Chemistry and Biochemistry

What is Virtual Office Hours?

Welcome to Virtual Office Hours! VOH is a World Wide Web instructional service offered by the Department of Chemistry and Biochemistry and is supported by the Instructional Enhancement Initiative. It is not a course requirement, but a method of communication between students and faculty to promote learning of chemistry and biochemistry. You can use VOH to:

- Access course materials such as syllabi, handouts, old exams, exam solutions, etc.
- Send questions, either confidential or public, to your instructor.
- Browse through questions other students have asked and the instructor's answers.
- Access class-related materials from other web locations throughout the world.

How do I access VOH?

VOH is housed on the Department of Chemistry and Biochemistry World Wide Web site on the Internet (<http://www.chem.ucla.edu>). To use VOH, you will need a computer connected to the Internet and some communication and Web browser software.

From a computer on the campus network: Run the Web browser, probably Netscape Navigator, and go to the URL (address) <http://voh.chem.ucla.edu>. The following are some of the many sites on campus with computers connected to the Internet for student use:

- Lower Division Computing Lab in room 1054 Young Hall.
- Chemistry Instructional Computing (CIC) Lab in room 6096 Young Hall.
- Science Learning Center in rooms 4335-4351 Young Hall.
- Office of Academic Computing (OAC) Commons in rooms 4302 and 4328 Math Sciences Annex.
- College Library Instructional Computing Commons (CLICC) in 145 Powell Library
- Residence hall computing centers.

If you live in the residence halls, you can access VOH using your own computer directly connected to the campus network in your dorm room. Netscape Navigator is the recommended browsing software and is included in the Bruin OnLine (BOL) package.

From a computer off campus: To access VOH from off campus, your computer must have Internet access. From your home, you would need a modem and a Bruin OnLine account (highly recommended and the software is available from the UCLA Store) or an account from a commercial organization like America On-Line, Prodigy, etc. Once you have Internet access, just use your favorite web browser to go to <http://voh.chem.ucla.edu>. **For more detailed instructions, see the *Schedule of Classes*.**

How do I use VOH?

From the VOH homepage, click on the icon for your class. On your class homepage there will be entries for "Instructor", "Syllabus", "Announcements", "Submit a Question", "View Answered Questions", "View Unanswered Questions", and class materials as supplied by the instructor.

To send a question to your instructor: Select the "Submit a Question" feature. You will be asked to submit a password to verify your enrollment in the course. **Your password is your Student ID number.** A window will appear with boxes for you to type in your name, your email address and your question. Your email address is needed if you submit a confidential question so the instructor can respond to you personally. If you don't have email, just type in your name again. You can choose to send the question as *public*, in which case it and the answer will be posted so everyone can benefit from reading it, or as *confidential*, in which case VOH will send your question to the instructor's email address. When finished, click the "Submit Question" button.

To browse through questions asked by other students: Select either "View Unanswered Questions" or "View Answered Questions" on your class page. The most recently asked questions will appear first and you can scroll down the page to see older questions.

To view class documents: From your class page, select the type of document (syllabus, handout, assignment, or exam) you wish to see. A list of the titles of all available documents should appear. Note that each instructor decides what material to post, so the information available will vary from class to class. Select the title you want and the document should appear on the screen for you. Your web browser has a feature that will allow you to print any of this information that you'd like to keep.

Other features: On the VOH homepage, clicking on the "General", "Organic", "Inorganic", or "Biochemistry" icons will lead to special Web instructional projects in the Department such as the Rasmol biochemistry lectures and WebNMR and also instructional projects from around the world.

Are There Tips for Using Netscape?

One of the more important features on the Netscape toolbar is the "Reload" button. Netscape stores in cache memory Web pages that were recently accessed, so if you select a Web page that is in memory, you will not get the latest version. Therefore, selecting "Reload" will make the browser download the most current information from the VOH server. This is very important in student computing labs.

A primary use of VOH will be online viewing and printing of documents. Electronic documents can be viewed online by selecting the relevant link and printed by menu selecting File>Print. Some documents are large scanned images that load slowly and present special problems for both browsing and printing. One problem is printing of two pages when there is only information on the first page and another issue is memory size.

Suggestions for Online Viewing and Printing of Documents

- Allocate as much RAM to the browser program as possible.
- Close other applications as necessary.
- If you find that some of the pages images appear as broken image icons, hold your mouse button down on the image icon until a menu appears. Select "load image."
- Some documents may print black with white letters. This can be fixed by menu selecting File>Page Setup>Options and checkmarking Invert Image, then reprinting.
- When printing, designate the specific number of pages to be printed.
- To avoid a large page being printed as two, reduce the *scale* of the page to 85% in the *page setup*.

If there is not a bookmark for "UCLA Virtual Office Hours Home Page" on the computer you are using, menu select Bookmarks>Add Bookmark while at the homepage. A bookmark with this name will appear in the Bookmarks menu that you can select in the future without having to remember the URL for VOH.