

# Adding a TA

A Teachers' Assistant (TA) can be added to courses to assist with various instructional duties.

## Instructions

*\*\* Best experienced in Full Screen (click the icon in the top right corner before you begin) \*\**

### 10 STEPS

1. The first step is to open the course and click **Participants**

Step 1 image  
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2. Click **Enrol users**

Step 2 image  
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3. Click **Select users**

Step 3 image  
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4. Type the **username/email address** of your TA

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5. Click **the student's name**

Note: Many students have similar names. Please be careful when choosing the student. The email address is the best unique identifier.

Step 5 image  
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6. Click **to the side** to close the search box

Step 6 image  
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7. Click in the **Assign role** drop-down menu

Step 7 image  
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8. Select **Teaching Assistant - Grading** or **Teaching Assistant - Editing**

Grading allows your TA to enter grades, but not adjust course content. Editing gives your TA the same course content editing options that you have as the instructor.

Step 8 image  
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9. Click **Enrol users**

Step 9 image  
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10. That's it. You're done.

## Tutorial completed. Important Notes

- Congratulations on finishing this tutorial. In the **Participants** list. Click the pencil to edit or remove their role.
- Follow the steps above for each additional course your TA needs access to.
- If working with separate groups within your course, make sure your TA is also a member of those groups.

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