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

Image not found or type unknown

2. Click Enrol users

Step 2 image
Image not found or type unknown

3. Click Select users

Step 3 image
Image not found or type unknown

4. Type the username/email address of your TA

Step 4 image
Image not found or type unknown

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
Image not found or type unknown

6. Click to the side to close the search box

Step 6 image
Image not found or type unknown

7. Click in the Assign role drop-down menu

Step 7 image
Image not found or type unknown

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
Image not found or type unknown

9. Click Enrol users

Step 9 image
Image not found or type unknown

10. That's it. You're done.

Tutorial completed.

Congratulations on finishing this tutorial.

Important Notes

- You can view and edit your TA's role from 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.

Revision #5
Created 1 April 2019 20:36:43 by Rachel Feld
Updated 29 September 2026 21:18:46 by Rachel Feld