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

Step 4 image
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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.

- Your new TA appears 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.