

# How to Use Teaching Assistants in Courses

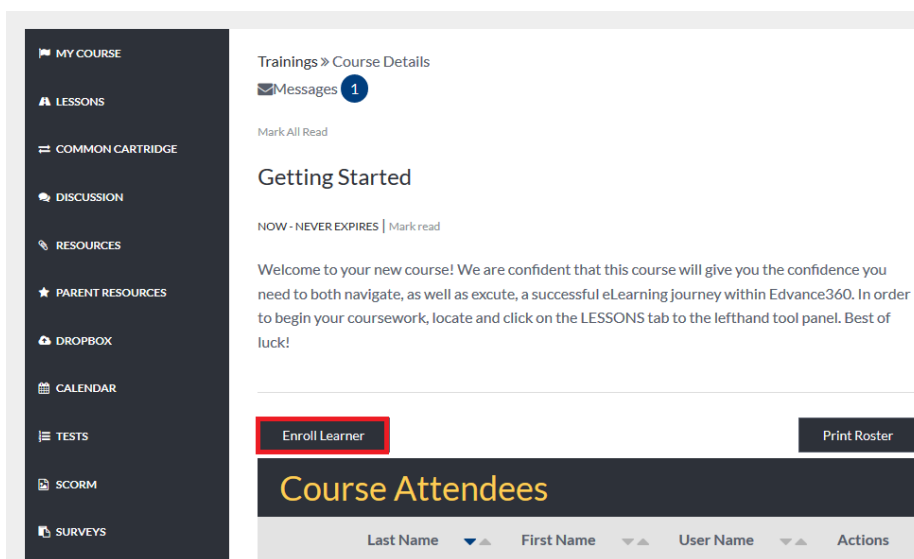
## Method 1: How to Add Teaching Assistants to Courses

If you are using an instructor account the ability to enroll teaching assistants may or may not be turned on by the administrator.

**1** Login to Edvance360 as Admin or Instructor

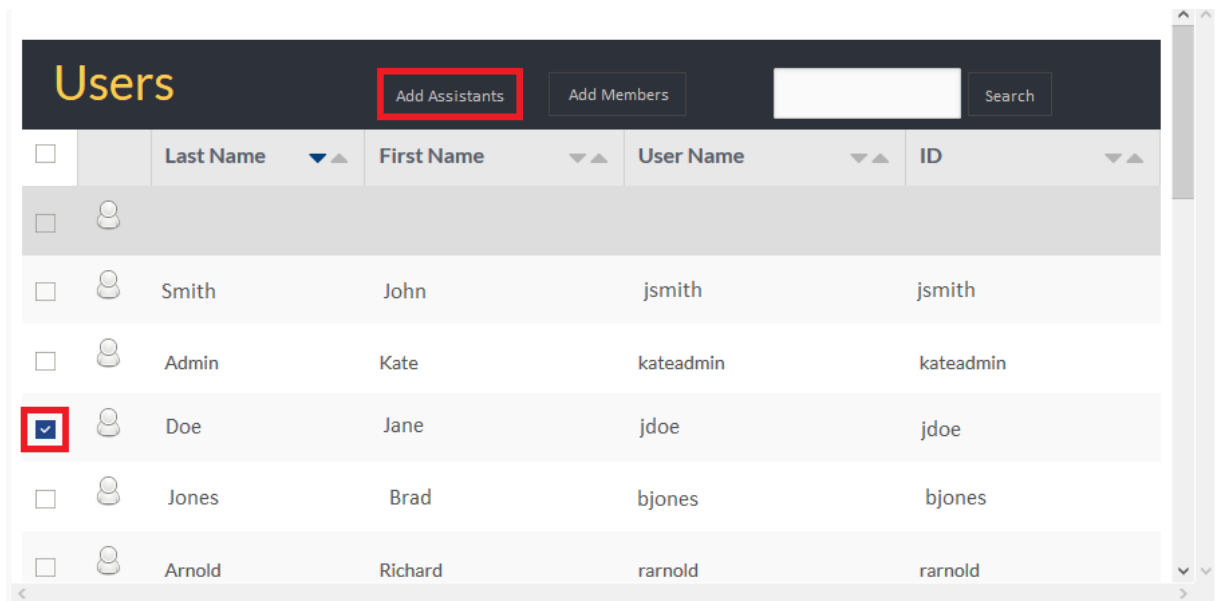
**2** Navigate to **Course**

**3** Select **Enroll Learner** from Course Homepage. Note: Course Roster must be enabled.



## QuickStart Guide: How to Use Teaching Assistants in Courses

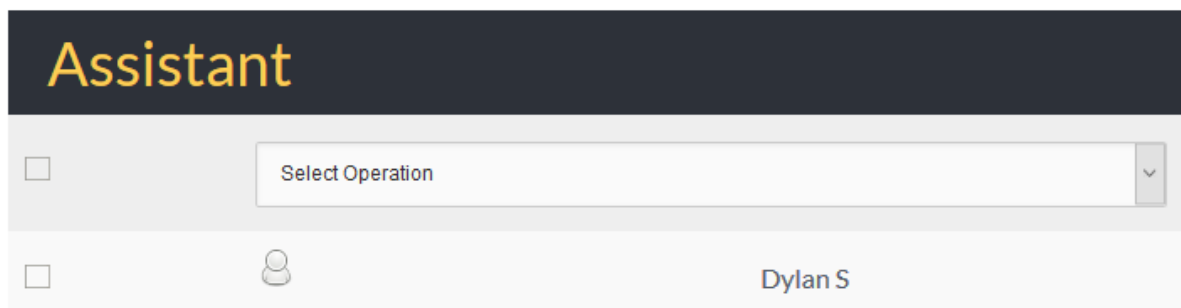
- 4 Search for desired user and select **checkbox** by name, then **Add Assistants**



The screenshot shows the 'Users' management interface. At the top, there is a dark header with the title 'Users' in yellow. To the right of the title are two buttons: 'Add Assistants' (highlighted with a red box) and 'Add Members'. Further right is a search input field with a 'Search' button. Below the header is a table with columns: 'Last Name', 'First Name', 'User Name', and 'ID'. Each row has a checkbox on the left. The row for 'Doe, Jane' has its checkbox checked and is also highlighted with a red box. Other users listed include Smith, Admin, Jones, and Arnold.

	Last Name	First Name	User Name	ID
<input type="checkbox"/>				
<input type="checkbox"/>	Smith	John	jsmith	jsmith
<input type="checkbox"/>	Admin	Kate	kateadmin	kateadmin
<input checked="" type="checkbox"/>	Doe	Jane	jdoe	jdoe
<input type="checkbox"/>	Jones	Brad	bjones	bjones
<input type="checkbox"/>	Arnold	Richard	rarnold	rarnold

- 5 Once Teaching Assistant is added an **Assistant** section will display above the Course Roster



The screenshot shows the 'Assistant' management interface. At the top, there is a dark header with the title 'Assistant' in yellow. Below the header is a light gray area containing a dropdown menu labeled 'Select Operation'. Below this is a row for a teaching assistant named 'Dylan S', which includes a checkbox on the left and a user icon.

The dropdown allows instructors to send mail to all selected teaching assistants or send mail privately to a specific teaching assistant.

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## Method 2: How to Add Teaching Assistants to Courses

**1** Login to Edvance360 as Admin

**2** Select **1-Admin Tab** > **2-Courses & Communities** > **3-Term** > Select desired **Term**

The screenshot shows the Edvance360 Admin interface. The top navigation bar includes Home, Trainings, Communities, Resources, Calendar, Admin (1), and Help. The left sidebar contains a menu with items like CONFIG & SETTINGS, USER MANAGEMENT, COURSES & COMMUNITIES (2), CAMPUS, TERMS (3), CATEGORIES, GROUPS, TRAININGS, COMMUNITIES, COURSE EVALUATIONS, and IMPORT / EXPORT. The main content area is titled 'Administration' and 'Admin > Terms'. Below this is a 'Terms Management' table with columns for Name, Start Date, End Date, and Deadline Date. The table lists several terms, with 'Ashley's Term' highlighted (4). The table data is as follows:

Name	Start Date	End Date	Deadline Date	
20141502	02/20/2017	08/20/2017		[edit] [delete]
2017				[edit] [delete]
2018				[edit] [delete]
Ashley's Term	02/28/2017	06/29/2017		[edit] [delete] 4
bpg				[edit] [delete]
ContentoTerm	08/06/2016	09/24/2018		[edit] [delete]
Courtney's Term	07/01/2015			[edit] [delete]
Demos/Coleman				[edit] [delete]

**3** Select desired **Course/Training** where you want to add Teaching Assistant

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## 4 Select Manage widget icon

Admin » Terms







Search -

Edvance360

All  Active  Deactivated






Search

### Ashley's Term ↻ +

Course	Facilitator	Status	
Edvance360: The Basics	Jane Doe	Active	  
Intro to Edvance360 v2	Jane Doe	Active	  

## 5 Select the Add New icon in the Course Attendees section

### Course Attendees

Name	
 , (TA)	 
 Doe, Jake	 
 Smith, John	 
 Tucker, Jane	 

## QuickStart Guide: How to Use Teaching Assistants in Courses

- 6 Search for desired user and select **checkbox** by name then **Add Assistants**

	Last Name	First Name	User Name	ID
<input type="checkbox"/>				
<input type="checkbox"/>	Smith	John	jsmith	jsmith
<input type="checkbox"/>	Admin	Kate	kateadmin	kateadmin
<input checked="" type="checkbox"/>	Doe	Jane	jdoe	jdoe
<input type="checkbox"/>	Jones	Brad	bjones	bjones
<input type="checkbox"/>	Arnold	Richard	rarnold	rarnold

- 7 Once Teaching Assistant is added **(TA)** will display next to their name in the Course Attendees section. Teaching Assistants are added to the top section of the Course Attendees.

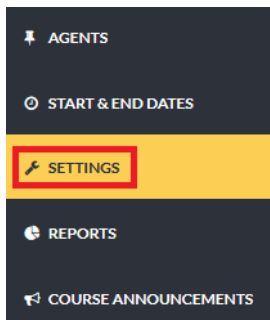
Name	
Smith, John (TA)	
Jones, Brian (TA)	

## Course Settings for Teaching Assistants

Within each Course/Training Teaching Assistants can be granted access to certain course tools.

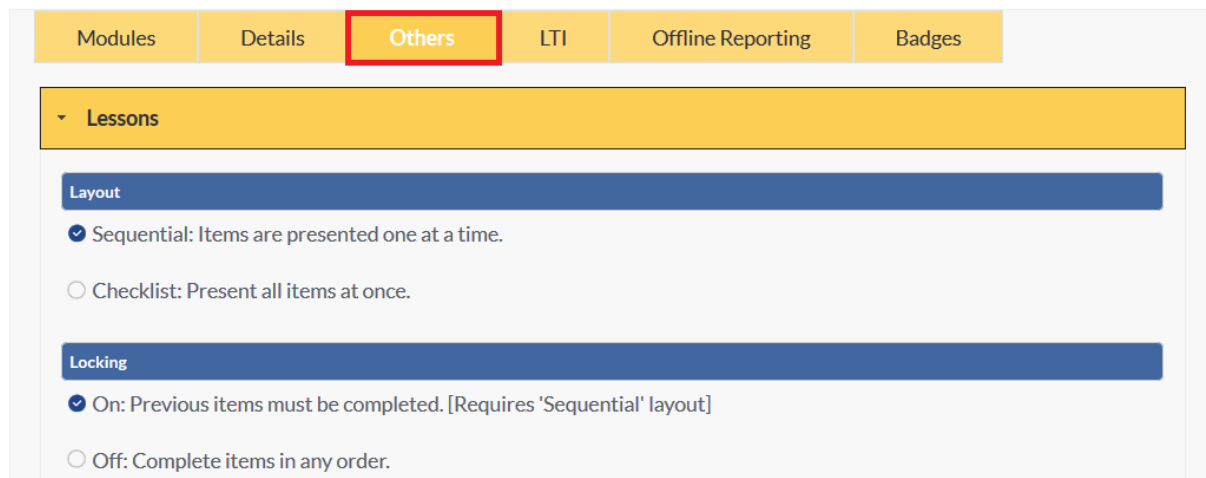
**1** Login to Edvance360 as Admin or Instructor

**2** Navigate to **Course > Settings**



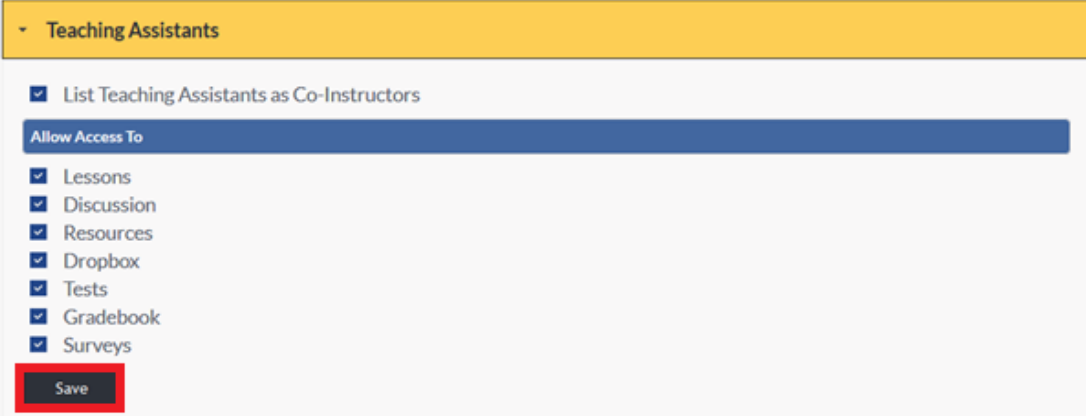
**3** Select **Others**

Trainings » Course Settings



## QuickStart Guide: How to Use Teaching Assistants in Courses

- 4 Scroll down to Teaching Assistants and select desired settings by checking the box next to the item then select **Save**.



Teaching Assistants

- List Teaching Assistants as Co-Instructors

Allow Access To

- Lessons
- Discussion
- Resources
- Dropbox
- Tests
- Gradebook
- Surveys

Save

Note: If “**List Teaching Assistants as Co-Instructors**” is selected the Teaching Assistants will display on the Course Homepage in a section called Assistant.