Adding a Teaching Assistant To Your Course

1. From your course homepage, click on the “Communication” button, then select “Classlist”.

2. Choose “Add Participants”, then “Add Existing Users”.
3. In the “Search For” section, type in the name or ID number of the user you wish to enroll (make sure spelling is correct), then click on the search/magnifying glass icon.

If the individual is in our database, they will show up on the list similar to the screenshot below.
4. Make sure you select the correct user to enroll if more than one appears on the list. Check off the box next to the name of the user you wish to enroll, then select the appropriate role for that user. The roles to pick from include:

- **TA-Full Access**: this role is a copy of the instructor role and allows the individual to have full access to add/remove/edit items within the course as the instructor would.
- **Teaching Assistant**: this role allows the user to enter and create grade items, assignments and quizzes, however, they aren’t able to manage or edit any content within the course.
- **Course Designer**: this role allows the user to manage and edit course content, however, they do not have access to the grades within the course.

5. Press the “**Enroll Selected Users**” button.