

ADDING A TA/GA

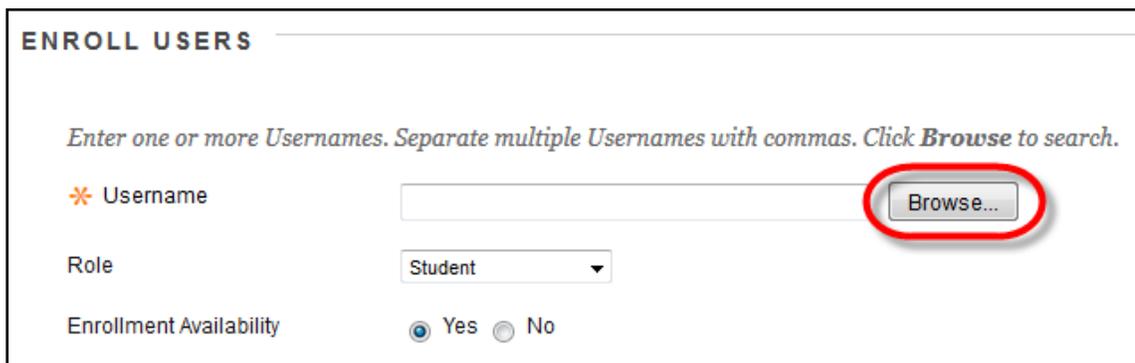
1. Enter your course
2. In the Control Panel, select **Users and Groups**, and then select **Users**.



3. Move your mouse over **Enroll User** and select **Find Users to Enroll**.



4. On the **Add Enrollments** page, click the **Browse** button.



- Change the dropdown menu for the search options to the appropriate information you will be searching on. For example: Last Name. Enter the information into the search textbox. Click **Go**.

The screenshot shows the 'Users' search interface. The search dropdown is set to 'Last Name', the search text is 'Haasl', and the 'Go' button is highlighted. A red arrow points to the 'Last Name' option in the dropdown menu.

- Select the **checkbox** next to the users name and click **Submit**.
Remember: only users currently not currently enrolled in this course will found when searching.

The screenshot shows the 'Users' search results page. The search dropdown is set to 'Username', the search text is empty, and the 'Go' button is highlighted. A table of results is shown with a checkbox selected next to the user 'Lora Haasl'. The 'Submit' button is highlighted.

<input checked="" type="checkbox"/>	Status	First Name	Last Name	Username	Email
<input checked="" type="checkbox"/>		Lora	Haasl	lhaasl@...	lhaasl@...

- After returning to the **Add Enrollments** page, change the **Role** to **Teaching Assistant** or **Grader**.

The screenshot shows the 'ENROLL USERS' page. The 'Role' dropdown is set to 'Teaching Assistant' and is highlighted. The 'Enrollment Availability' is set to 'Yes'.

- Teaching Assistant** has all of the same basic functions as an instructor except they do not have the rights to add users to the course
 - Grader** has the ability to grade assessments in the course, but does not have the ability to add, edit, or remove content from the course.
 - Course Builder:** Can add, edit, and delete content, but does not have access to Grade Center or student submissions.
 - Instructor:** Has full rights, just like you, the instructor.
- Click **Submit**.