Adding TAs, GTAs, or Graders to a Canvas course

Instructor requests that student be added to the course with the role of TA or Grader.

This request is processed by the instructor’s department.

Has the student been a TA or Grader before?

Are they in the instructor’s table in Joe’s?

YES

Department adds student to the course using the course scheduling software (Course Leaf).

This processes overnight and automatically populates TA or Grader in the Canvas course.

Processes overnight. Should be available in Canvas the next day.

TA or Grader added to Canvas course.

NO

Student name and ID.

NOTE: Student must have had FERPA training before they can be added.

Processes overnight. Should be available in the scheduling software the next day.

Department sends email to Registrar’s office requesting that the student be added to the instructor table.

Email to Marita Tibbits tibbettsmg@mst.edu