

# Quick Reference – How to Use Manage Assistants

The Manage Assistants tool has been created by OSU to allow instructors to add others with a valid ONID account and up-to-date FERPA training to their course. You can find the tool within your Canvas course.

## Follow these instructions to Manage Assistants in your Canvas course

1. From your Canvas course, click on **Manage Assistants** in the course menu, found in the left sidebar.
  - If you do not see **Manage Assistants** in the course menu, skip to the next section below and follow the instructions to enable it.
2. Click on the blue log-in button.
3. On the next screen, you will two tabs across the top of the page. Click **Add Assistants**.
4. Enter the name or ONID of your colleague and click **Search**.
5. There are three access levels to choose from and you will be given the choice to request FERPA training to allow them to be a TA. Choose the role that best fits your needs.
  - **TA's** have full access to the course and gradebook. **Designers** can add/edit course content, but have no discussion board or gradebook access. **Observers** have read-only access to published content (they can view and download files, and see assignments and quiz descriptions); no access to discussions, roster or gradebook
6. Your colleague will now have access to the course.
7. **[Optional]** You can remove them from your course at anytime, should you wish. Click on the List Assistants tab and select **Delete** next to their name.

If you do not see **Manage Assistants** in the course menu, you will need to enable it. To do so, follow these steps:

1. Click on **Settings** in the course menu, found in the left sidebar.
2. On the next screen, you will see four tabs across the top of the page. Click **Navigation**.
3. On the **Navigation** page you will see two groups of items - one at the top of the page, and another at the bottom of the page.
  - The top group is a collection of items that are available to you and your students in the course.
  - The bottom group is a collection of items that are not available to you or your students in the course.
4. In the bottom group, locate the item titled **Manage Assistants**.
5. Click the gear icon and select **Enable**.
6. Click the blue **Save** button to save your changes.
7. Click the **Home** tab in the course menu, found in the left sidebar.
8. You will now see **Manage Assistants**.
  9. Return to Step 1 in the above list and follow the instructions.

