

Quick Reference – Add TA... tool

The Add TA... tool allows instructors to add others with a valid ONID account and up-to-date FERPA training to their course.

Enable the Add TA... Tool

1. Select **Settings** from the course menu.
2. Select the **Navigation** tab.
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.
4. In the bottom group, locate the item titled **Add TA...** Click the options menu (the three dots), select **+Enable**.
5. Click on the **Save** button.

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home	⋮
Announcements	⋮
Syllabus	⋮
Modules	⋮
Discussions	⋮
People	⋮
Grades	⋮
Student Services	⋮
NetTutor	⋮
NameCoach	⋮

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Add TA...	⋮
<i>Page disabled, won't appear in navigation</i>	
CrossListed?	⋮
<i>Page disabled, won't appear in navigation</i>	
Gradescope	⋮
<i>Page disabled, won't appear in navigation</i>	
	↕ Move

Manage Assistants

1. From your Canvas course, select **Add TA...** from the course menu.
2. Click on the login button.
3. Select the **Add Assistants** tab.
4. Enter the name or ONID of your colleague and click **Search**.
5. There are several 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. **Graders** have full access to the gradebook and SpeedGrader, but cannot add, edit, or delete course content. **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.

[Optional] You can remove them from your course at any time. Select the **'List Assistants'** tab and select **Delete** next to their name.

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at <http://learn.oregonstate.edu>.

