

Isidore Tip – Adding a TA and Allowing Them to Grade

Do you have a Teaching Assistant? Would you like them to be able to grade items in your Isidore site? After following the steps below your TA(s) will be able to:

- Grade assessments in the **Tests & Quizzes tool**
- Grade submissions in the **Assignments tool**
- Enter grades (but not create graded items) in the **Gradebook tool**

I. Add a TA to your Site






- Go into the Isidore site you wish to add a user to and click on the 'Site Info' tool.
- Click on the 'Add Participants' link at the top of the screen.
- Enter the student's UD username or email address in the top box. Click on the 'Continue' button at the bottom of the screen. You can find this information at <http://address.udayton.edu>.
- On the next screen select the 'Teaching Assistant' role and click on the 'Continue' button.
- Click on the 'Continue' button on the next screen after you've chosen whether or not you want the Isidore system to send the user an email automatically informing them that they've been added to the site.
- Finally, click on the 'Continue' button to complete the process. The participant(s) will be added to your roster instantly and will be able to login to your site immediately.

** Repeat steps **A-F** for each TA that you wish to add to your site.*

II. Add the Section Info tool to your Site

Once you've added your TA(s) to your site you'll need to add a new tool.

- Go to the 'Site Info' tool in your site and click on the 'Edit Tools' link at the top of the page.
- On the next page, check the box next to the 'Section Info' tool and click the 'Continue' button at the bottom of the page.

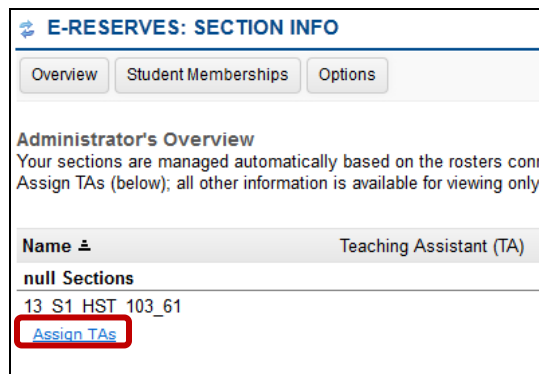
<input checked="" type="checkbox"/>	 Resources	Add files and web links to your site
<input checked="" type="checkbox"/>	 Schedule	View and add important dates and deadlines to your site
<input checked="" type="checkbox"/>	 Section Info	Manage sections or groups within a site
<input checked="" type="checkbox"/>	 Site Info	View and edit your list of site participants and add tools to your site
<input checked="" type="checkbox"/>	 Site Stats	View statistics about your site participants' activities

- c. Click the 'Finish' button on the next page to complete the tool addition.

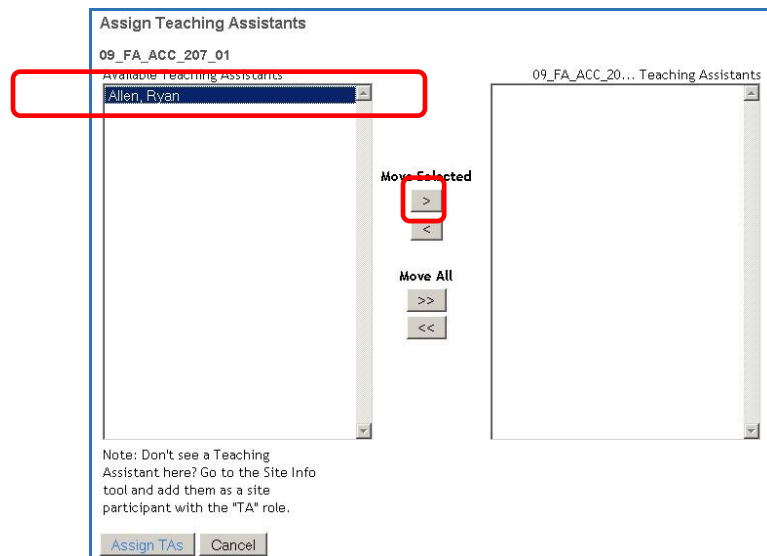
III. Assign your TA rights to Grade

Now that you've added your TA(s) and the Section Info tool to your site you only have one more thing to do. You need to go to the Section Info tool and assign your TA to grade in as many rosters as you'd like.

- a. Click on the 'Section Info' tool in the left-hand menubar.
- b. Next, click on the 'Assign TAs' link under the roster you want to allow your TA to grade.



- c. On the next page you will need to move the TA you wish to grant access to from the left list to the right list by clicking on the name and using the arrow in the middle.
- d. Click the 'Assign TAs' button at the bottom of the page to complete the addition process.



- i. You will only be able to add users as TAs during these steps that have been added to your site with the TA role (Step I above).

- ii. If you want to assign the TA to grade multiple rosters you can repeat this step for each roster.

That's it. *The next time your TA log into your site they'll be able to grade just like an Instructor can.*