

How to Register TA/SA

Teaching staff need to register TA/SA on their own.

1. After logging in to e-class, select the course you would like to edit.

| Class Schedule Table | | | |
|----------------------|--------|---------|-----------------------------|
| | Monday | Tuesday | Wednesday |
| 1st | | | |
| 2nd | | | |
| 3rd | | | » test_2020 |

- 【2】 Select [Add/Change/Remove Members] under the [User Management] tab at the top of the page.

[e-class](#)
[test_2020](#) **Author**

Material List

Course Material ▾

Grades ▾

Attendance ▾

Other tools ▾

User Management ▾

Course Option ▾

共通

No materials. This empty label is not shown on user's view.

Add/Change/Remove Members

Group Setting

Access Log

Login Status

1. Click the [Specify Search Conditions] button.

Add/Change/Remove Members

Group Setting

Access Log

Login Status

This course is run in Member Restriction Mode which means the Administrator needs to register users to give them access. This mode can change in 'Course Option' menu.

Add course member

Specify Search Conditions

Batch Registration/Removal by File

2. Search by User Name or Student ID.

If you search by user name, make sure to insert an em space or en space between the student's first name and family name. You may also search using a wildcard (by inserting "*" between the search words). E.g. *Doshisha*Taro*
(*同志社*太郎*) Please insert "*" between the student's family name and first name.

Add/Change/Remove Members Group Setting Access Log Login Status

Add course member

Add user(s) by

Student ID :

[> ID manager](#)

User Name :

Pattern matching: Wild card '*', any single character '?'.
Use ' or ' to connect conditions.

Add filters

columns

☐ Faculty ☐ Department ☐ Furigana (Pronunciation) ☐ Romaji Name ☐ Admitted Year ☐ Grade ☐ University Name ☐
☐ Student ID ☐ User Name ☐ Class Name ☐ List No. ☐ Nationality ☐ Sex ☐ Created date

3. Check the relevant students from among the search results, select either "Author (TA)" or "Author (SA)" from the [Assign course permission] dropdown list, and click [Add selected users].

If you search by student name, sometimes students with the same name (family name or first name) or students' old IDs from their faculty time may be displayed.

Please carefully confirm student IDs before registering them.

Search results 4 users

 Assign course permission

| <input type="checkbox"/> | User Name | Student ID | User Permission |
|--------------------------|-----------|------------|-----------------|
| <input type="checkbox"/> | | | user |
| <input type="checkbox"/> | | | user |
| <input type="checkbox"/> | | | user |
| <input type="checkbox"/> | | | user |

Select either Author(TA) or Author(SA).

4. Confirm that the number of [Error] in the [Processing result] box is zero, and that what you entered is correctly reflected.

Add/Change/Remove Members

Group SettingAccess LogLogin Status

Processing result

Total number of processes 1

Error 0

Addition 1

This course is run in Member Restriction Mode which means the Administrator needs to register users to give them access. This mode can change in 'Course Option' menu.

End

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