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.

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

1. Click the [Specify Search Conditions] button.

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.

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.

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 Setting	Access Log	Login 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