Adding TAs, GTAs, or Graders to a Canvas course

Instructor requests that student be added to the course with the role of TA or Grader.

This request is processed by the instructor's department.

Email to class-scheduling@mst.edu

Has the student been a TA or Grader before?

Are they in the instructor's table in Joe'ss

— NO →

Department sends email to Registrar's office requesting that the student be added to the instructor table.

Student name and ID.

NOTE: Student must have had FERPA training before they can be added.

Processes overnight.
Should be available in the scheduling software the next day.

YES

Department adds student to the course using the course scheduling software (Course Leaf).

This processes overnight and automatically populates TA or Grader in the Canvas course.

Processes overnight.
Should be available in Canvas the next day.

TA or Grader added to Canvas course.