**HOW TO: ASSIGN TAs TO CLASSES AND VIEW LIST OF TAs IN SES**

Please be sure to enter your TAs on CAESAR as soon as possible. This procedure has become even more important since this listing gives TAs access to Class Lists and CTEC Reports through CAESAR.

It is essential that TAs are listed under the lecture section so they can be included in the CTEC evaluation and reporting process. The names may also be added to a particular lab or discussion section in addition to the lecture. This information will be shared with the Course Management (Blackboard) System – however, it is important to note that listing TAs in the Blackboard system alone does *not* connect them to the class for CTEC purposes.

**STEP 1:** Login to [https://ses.ent.northwestern.edu](https://ses.ent.northwestern.edu) with your admin id and password

**STEP 2:** Choose NU Student Records; NU Curriculum Management; and then NU Assign Teaching Assistants

**STEP 3:** Add search terms (*Term and Subject Area*) to find the class(es) you want to update (i.e. 4530 = Winter 2014)

**STEP 4:** Locate the box directly under the ID of the instructor. Enter the empl id of the TA or use the magnifying glass to search by name

**STEP 5:** If there is more than one TA assigned to the class, use the + to add a row

*If you are having difficulty finding and adding a TA, this may indicate that the TA has not been associated with your department in the Instructor Table in SES. If you encounter this issue, please submit a list of new TAs (names and net ids or empl ids) to Alison Phillips: a-phillips@northwestern.edu*

**CONTACT INFORMATION**

Alison Phillips (a-phillips@northwestern.edu or 7-4463) is your main contact for gaining access to Assigning TAs to classes and for any questions regarding this process.

If you do not currently have access to Assign TAs, you will need to complete the Student Records form and request CTEC Access for Assigning TAs. Once completed, email to the address on the form.

The form can be found at: [http://ses.northwestern.edu/documentation/SES_AUTHFORM-SR.pdf](http://ses.northwestern.edu/documentation/SES_AUTHFORM-SR.pdf)

Please check the box “Add or remove teaching assistants (TAs) to class sections” under Curriculum Management.
**MenuItem**

1. Home > NU Student Records > NU Curriculum Management > NU Assign Teaching Assistants
2. Home > NU Student Records > NU Reports > NU TA Listed by Subj. and Class

**Steps**

**Step 1: Assign TA to Classes**

TAs are assigned to classes so they can be evaluated, have access to class rosters and be transferred to Blackboard. TAs will NOT print on class schedules, but once added, they will be sent to Blackboard. You can edit TAs at any time. If a TA is not available on your list, you should contact Alison Phillips (a-phillips@northwestern.edu) in the Registrar’s office to request the TA be associated with your SUBJECT. Please include anEMPLID or NETID and the SUBJECT with your request in addition to the name.

**A.** Login to [https://ses.ent.northwestern.edu](https://ses.ent.northwestern.edu)

**B.** Navigate to NU Assign Teaching Assistants as shown below.

Home > NU Student Records > NU Curriculum Management > NU Assign Teaching Assistants
C. Add Search terms and press Search to find the class(es) you want to add TAs to.

There may be more than one meeting pattern for a class. If so, you only have to add the TA(s) to the first meeting pattern.

D. The Assign TA page allows you to add Teaching Assistants to a class.

Note: You should at least choose a Term and Subject Area before pressing Search. To search for a term or a Subject Area, choose the magnifying glass icon.

After you choose Search, the Search will return courses that match your search criteria and your security level. To choose a class, find the class in your list and click on one of the links on that line.
NOTE: You should attach the TA to the section that is being evaluated. If the lecture is being evaluated, you must attach the TA to the lecture for the TA to be evaluated, regardless of what section they are teaching.

E. Adding one or more TAs to a Class Section.

To add one or more TAs to a class, choose the Class Section, then add another row to the Instructors by choosing the + - sign. Now you can do a lookup on the instructors and TAs attached to the subject and choose the person that is the TA.

If the TA name is missing, see p. 5

Once the TA is added to the class, you can add more TAs, or go on to the next class in your list by choosing the next Class Section in the Class Section bar, or choosing Next in List on the bottom of the page.
F. If a TA is missing from your list

If a TA is not available on your list, contact Alison Phillips (a-phillips@northwestern.edu) to request the TA be associated with your SUBJECT. Please include an EMPLID or NETID and the SUBJECT with your request in addition to the name. If possible, please submit all new additions in one email. Once the TA records have been created, you will receive confirmation via email, and you will be able to add the TA names to the appropriate classes.

STEP 2: CREATE REPORT OF TAs ADDED TO CLASSES

After all TAs have been listed, you may want to create a report of what TAs have been added to classes. You can do this from the menu item TAs Listed by Subject and Class.

Navigate to the Menu: TA Listed by Subject and Class
Choose Search to get the Run Control ID.

If no Values are returned, choose to Add a New Value.

Choose the Term and Subject Area you want to Get a TA list for and then Choose Run.
Choose OK to continue.

Now you see a Process Instance on the top right of the page. This is the process that will produce your report. Once the report is created, you can go back to this process and retrieve the report for at least a week through the Process Monitor. You do not have to create it each time unless you have made changes.

To continue, choose the link named Process Monitor
The link named **Process Monitor** takes you to the pages that will show you what processes you have running and have run in the past. If your process is NOT showing a status of Success, you should click on the **Refresh** button until it does. The TA report should take about 2 minutes to run.

1. On the page named **Process Detail**, choose the link on the bottom of the page named **View Log/Trace**.

When the Run Status says **Success**, you can choose the link named **Details** to get your report.
2. To access your report, choose the link on this page ending in **PDF**. This will give you a report you can print or save on your computer so you can distribute it to your TAs for verification.

3. The pdf file shows ALL your classes, their instructors and TAs for the term chosen. You can save this to your computer by choosing the **Save a Copy** button on the top left of the browser menu. Every time you update TAs, you will have to rerun this report to get the new additions.