



SCHOOL OF PUBLIC POLICY

Adding a TA or Guest Instructor to ELMS/Canvas

Adding a TA or Guest Instructor to your ELMS/Canvas Site

At points in the semester you may want to add an instructional designer, TA, or guest instructor to your canvas site. The key element to be aware of when doing this is to consider what privileges that guest needs in your course. Note that specific access is needed for people to be able to add grades in canvas - that is handled by the Registrar's Office and explained below. First, ask yourself:

Do they need access to the Gradebook?

Yes

Due to the Registrar's Office policy, anyone with Gradebook access must be added through SIS. So roles such as graduate TAs or Co-Instructors will need to go through Scheduling or the Registrar's Office depending. This includes removing TAs. The Scheduling Office has until the official last day of classes to make any changes to SIS. After that, it is considered as a past term and you will need to contact the Registrar's Office to make any changes.

- For **Current/Upcoming Terms** - [SPP IT](#)
- For **Past Terms** - [Registrar's Office](#)

No

If you have a student that needs to audit your class, an undergraduate TA or even another faculty member that needs to see the materials in your course, then you can add them yourself using EMT (ELMS Management Tool) outlined below. This includes adding them to your past term courses.

Undergraduate Teaching Assistant (UTA) Policy: Please note UTAs must be added in this way without access to the gradebook. The normal protocol is to add them as Course Designers so they can access all of your ELMS site except the gradebook. Please contact Jennifer Littlefield with UTA questions or assistance.

How to use EMT (ELMS Management Tool)

1. Find out the Directory ID of the person you will be adding to your course
2. Go to <https://emt.umd.edu> and under **Manage Enrollments**, select the term you want to add them to and select **Load courses From ELMS**. This will list all of the courses you are/were teaching in that term
3. Select the course you want to add them in. The section column will show you all the sections for that course. **Note:** *If you have split your sections into different course space, course space will be listed separately under the **Select Course:** column*

4. In the **Add Users** column, enter in the Directory ID of the person that you want to add into your course
5. Select the role you want to give them (role description listed below)
6. Select Submit. Their Directory IDs will be listed on the bottom of the page if they were successfully added

Which role should I assign?

Here are the differences in the roles that are available:

- **Observers/Instructional Colleagues** only have access to **view the materials in the course**, but not the assignments, quizzes, or discussions. This is great for any students auditing your class or if a new faculty needs to see how your course is set up.
- **Guest Instructor** has a similar role as an instructor, but **cannot view grades or submissions nor can they publish the course**.
- **Designers** are meant for Instructional Designers that will be helping you create your course including managing any LTI (Learning Tools Interoperability) such as Course Reserves. Designers **cannot view grades or submissions nor can they publish the course**. You would need to contact [OTL EdTech Support](#) or [DIT Support](#) to add a Designer to your course.

More details about roles and permissions can be found at [DIT's Compliance Procedures: Enterprise Instructional Technology Systems](#) page.