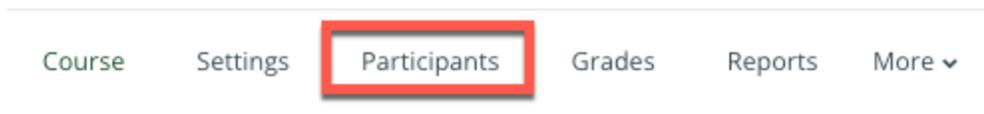


# Enrolling a Teaching assistant in eClass - eClass 4.2

Here are the steps of how to Enroll a Teaching Assistant into a course

1. Go to the course and click on **Participants** along the top.

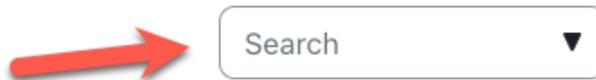


2. Click on the **Enroll users** button, located on the left side of the page toward the top.
3. Type the name of the person you want to add in the **Search** box.

## Enrollment options

Select users

No selection



Note: If you are having difficulty finding the user, then try searching by just last name or username.

4. When you type in a name, you will see the search results below the **Search** box. Select the user from the results.
5. Click on the **Assign role** box and select **Teaching Assistant** from the drop down menu.
6. Click on the **Enroll selected users** button.
7. To set an enrollment end date find the user you just added in the participants list and click the gear icon at the far right of the row containing their name.



8. Click the **Enable** check box beneath **Enrollment ends** on the popup window which appears. Set the date and time of unenrollment.
9. Finally click **Save changes**.

## Edit Greg Merchant's enrolment



Enrolment method	Manual enrollments
Status	Active
Enrollment starts	16  July  2015  00  00
	<input checked="" type="checkbox"/> Enable
Enrollment ends	9  July  2019  15  21
	<input checked="" type="checkbox"/> Enable
Enrollment created	Thursday, July 16, 2015, 10:25 AM

Save changes

Cancel

**If steps 7 to 9 are not done, users with TA access will continue to have access to the course until removed.** A TA can be removed by clicking on **Participants** and then clicking on the trash can/unenroll icon to the right of the TA's name.

[Greg Merchant](#) gmerchant@southern.edu Teaching Assistant No groups 237 days 2 hours Active

A TA can remove themselves from the course by clicking on the same icon mentioned above.