Adding TAs to your Quercus Course

1. Adding TAs

a. Click the "People" link in the Course Navigation.

b. Click the "Add People" button.

c. Click the "Login ID" radio button to search for your TA using the UTORid.

d. Enter the TA’s UTORid in the search box.

e. Select "TA" from the "Role" drop down.

Select the course section from the "Section" drop down menu to assign the TA to a particular course section.

If you want to limit the TA to only interact with users in their section, select "Can interact with users in their section only".

Click "Next".

f. If Canvas finds the TA, you can confirm the user before adding her to the course.

The user’s name displays in the page along with the user’s information you used in the user search.

Click the "Add Users" to add the user to your course.

Click the "Start Over" to do a new search.

For more information, please contact us at quercus@utsc.utoronto.ca