Information on Entering TA’s into the system:

The new course evaluation system will evaluate the class being evaluated. In addition, a new TA evaluation has been created. The criteria that will be used to who will be evaluated as a TA has been changed from our old system.

TA’s will be identified in the following manners:

1. Assigned the TA role in Peoplesoft/CLSS on a primary component class. You can now link TA’s to Lectures, Seminars, etc. By having the Teaching Assistant role, they will be evaluated for the primary class using the TA evaluation form.
2. Assigned the Instructor role in Peoplesoft/CLSS on a secondary component class. Secondary component classes like Discussion sections, lab sections, etc. will be evaluated using the TA evaluation form. Any instructor linked to one of these classes in Peoplesoft/CLSS will be evaluated using the TA evaluation form.

Additional Criteria for consideration:

• Primary component classes must have enrollment greater than 2 in order to be evaluated.
• Secondary component classes must have a valid primary component class in order to be evaluated.
• The following component types are excluded from course evaluations:
  - ITR Internship
  - IDS SU Intro Dialogue - Sophomore
  - INS Individual Study
• The following component types are identified as secondary components:
  - DIS Discussion
  - LBS Lab Section
IN CLSS WHILE SCHEDULING:

Use edit section page

Type name or select from drop down list
For multiple instructors, type or select Multiple from drop down list

Click the plus sign (add button) to insert a new row
Click accept

Click save section
Updating classes that are in Peoplesoft:

**Navigation:** Curriculum Management → Schedule of Classes → STF Dept Schedule Class Mtgs

1. In the Id section of Instructors for Meeting Pattern, enter the 8 digit id number of the Instructor or Teaching Assistant. Do not search by name, it is important that you know which 8 digit number you are assigning.
2. Select the Instructor Role:
   a. Prim Inst
   b. Sec Inst
   c. Grade Proxy
   d. TA
3. Check Print for one meeting pattern only if you want this viewable in explore courses.
4. Access options:
   a. Approve – allows the person to enter grades and submit them for posting
   b. Grade – allows the person to grade but not submit. Approve would still need to submit.
5. Save your work.