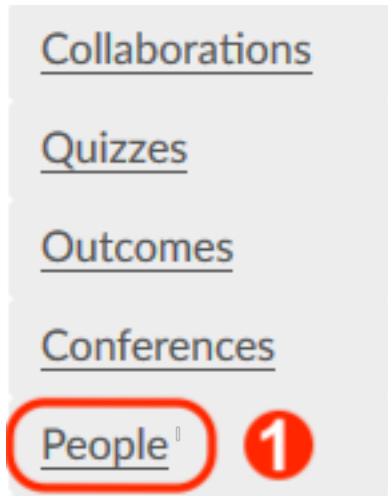
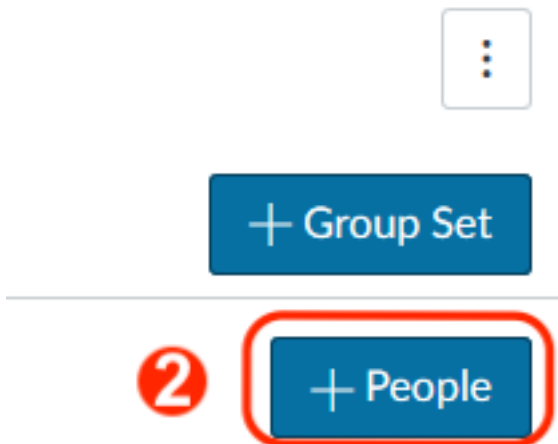


Adding a TA

- Step 1: Choose “People” on the second left bar.



- Step 2: Click the “+ People” button on the top right corner.



- Step 3: Choose either “Email Address”, “Login ID”, or “SIS ID”.
 - Both “Login ID”, and “SIS ID” are the 9-digit SJSU student ID,
 - “Email Address” is the email student used to apply for SJSU, it is not the SJSU e-mail.

- Step 4: In the “Role” drop-down list, choose “TA”.

- Step 5: Click on “Next” button.
- Step 6: Click on “Add User” button.

Add People ✕

✓ The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
		00		San Jose State University

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Cancel Start Over **Add Users**