

Assigning Teaching Assistants in MyMav

Since a Teaching Assistant (TA) is a paid instructor, they should be added as an additional instructor of record to the class in MyMav. This will allow the TA to access the class in Blackboard. The person in your department who has access to assign Instructors to Classes will have the MyMav security access to complete this procedure. This is usually your Departmental Administrative Assistant.

1. Log into MyMav and in the Enterprise Menu click **Curriculum Management, Schedule of Classes**, and **Schedule Class Meetings**.
2. Search for the Class by Term, Subject Area, and Catalog Number.
3. On the **Meetings** tab, find the correct section. Each section is a different row so use the arrow buttons on the "Class Sections" header.
4. Further down the page, find the "Instructors for Meeting Pattern" area. Go to the **Workload** tab for and change the "Load Factor" of the primary instructor to 99.9%.
5. Go to the **Assignment** tab.
6. Add a new row at the "Instructors for Meeting Pattern" area by clicking the plus sign (+) and add the TA from the instructor drop down list.
 - a. If the TA has a checkmark under "Print" they will be listed in the Schedule of Classes along with the primary instructor. You can remove the checkmark if you don't want the TA's name on the Schedule.
 - b. If you don't want the TA to have Grade Roster access in MyMav, don't put anything under the "Access" heading.
7. On the new row, go to the **Workload** tab and change the TA's "Load Factor" to 0.1%.
 - a. Total Load Factor for all instructors assigned to a class section should add up to 100% so if you have one Primary and two TA's, Load Factor percentages would be 99.8, 0.1, and 0.1 respectively.
 - b. Be aware that only two of the instructors will be displayed at a time so it may look like you have bumped the primary instructor off the list when you add two or more TA's. If you click **View All** you will see all of the instructors you have assigned.
8. Remember to click **Save** to complete the procedure.
9. The TA should have access to Blackboard after the MyMav info uploads.