Adding a TA to a WebCT Course
-A tutorial for UH College of Education faculty and/or staff-

WebCT Vista 3—
The grade center is a new and easy-to-use smart grading tool built to save teachers time, provide ultimate flexibility and offer powerful analysis. This tool provides students and appropriate stakeholders with insight into the student’s academic progress. By dramatically simplifying the grading process, the grade center is a powerful instructional tool. http://www.uh.edu/webct

What do you want to do?
I am the Instructor of Record for a University of Houston course. I have already requested my course to be on WebCT Vista. I would now like to give my TA privileges to my online course.

1.1
- Go to http://www.uh.edu/webct
- Hover over the “Faculty Help” menu
- and select “WebCT Faculty Course and TA Request Form”

1.2
- Enter your WebCT Username
- Click “Continue”

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1.3
- At the top of the page, click on the “Add TA / Instructor” link

1.4
- Complete the WebCT Teaching Assistant / Instructor Request form
- Once all options have been read and selected (according to your course needs), click “Finish”

If you have any questions regarding the content of this tutorial please contact WebCT (http://www.uh.edu/webct) or the CITE Lab Help desk (713-743-9833).