# Entering TA's into SISC

Enter every TA on the Masterlist who has been appointed—they will have an eForm number. Once you have entered them in SISC, highlight the TASM cell in green.



Sign into SISC and select the **COURSE** tab. From the menu bar select: **Course**—->**Courses**—->**SISC Sections Controls**.

Once on the SISC Sections Control page, select **Assignments**
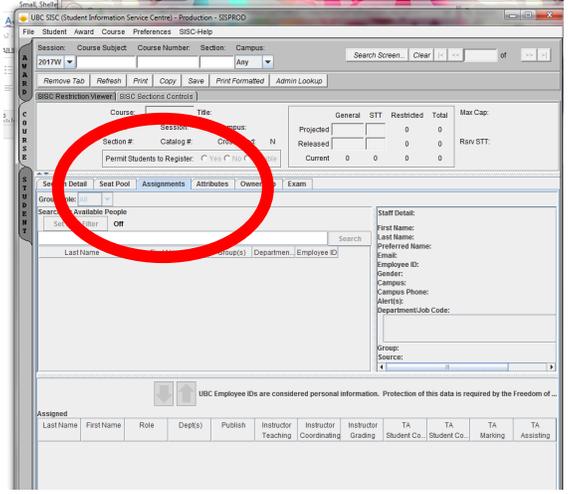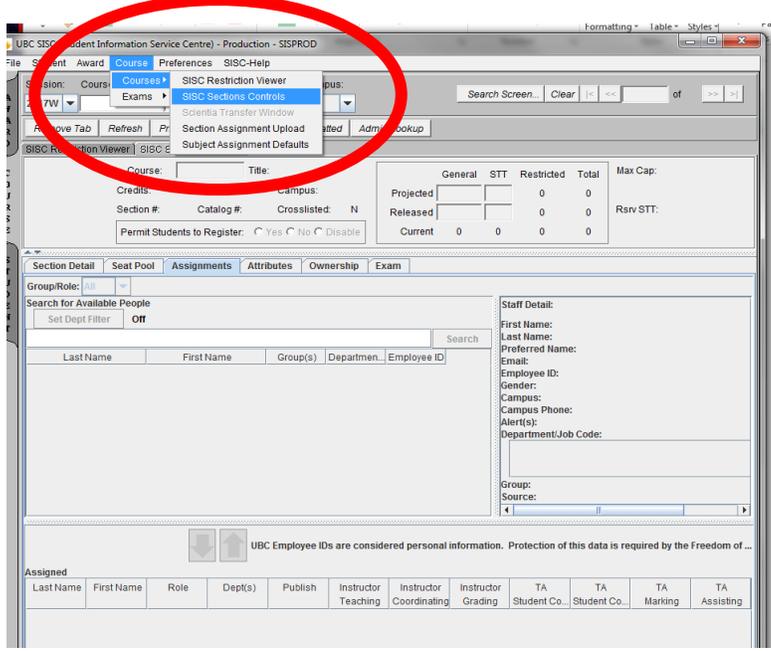




Enter course info.
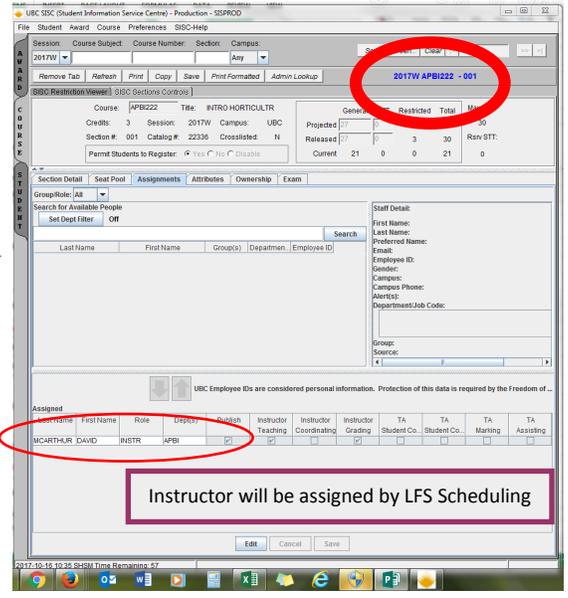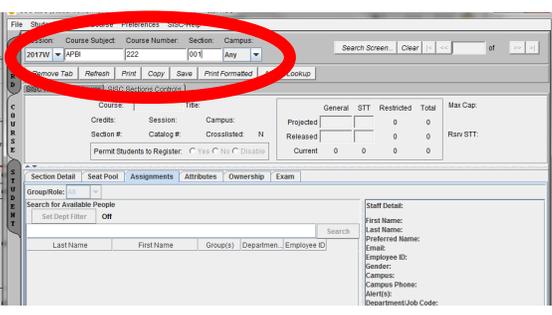




Instructor will be assigned by LFS Scheduling

1. Select **Edit** at bottom of page.

2. Group/Role: select **TA** from drop down box.
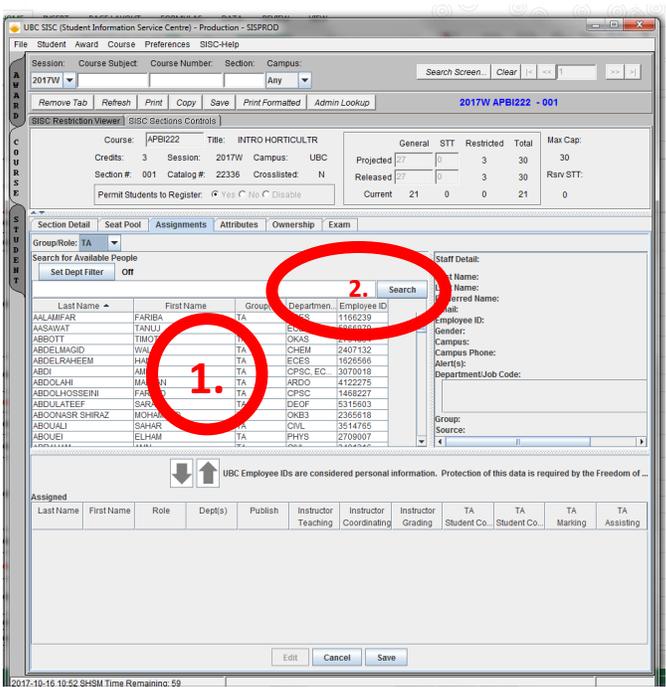




1. Select TA from sortable list, or

2. Search
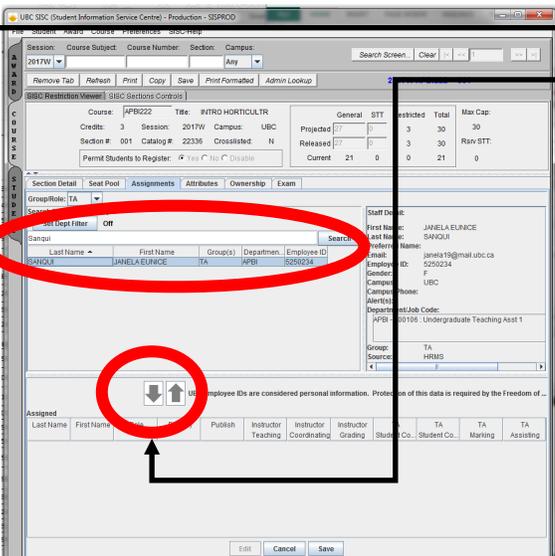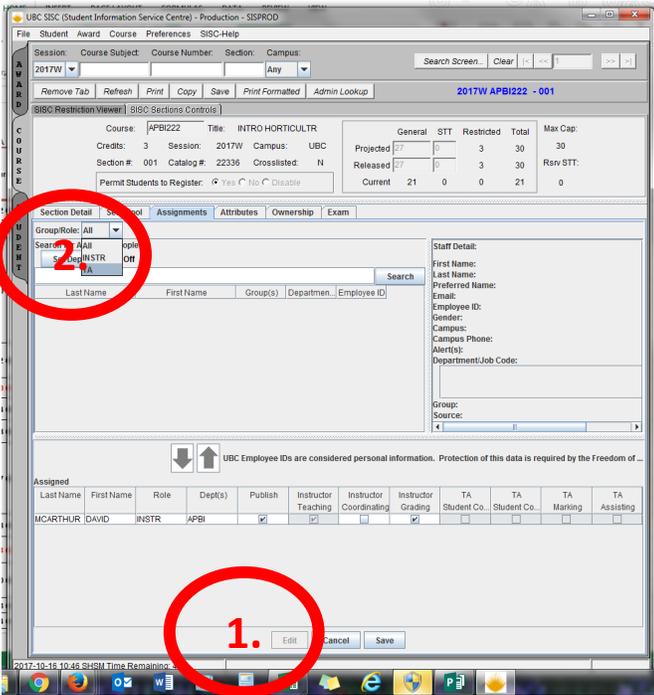
Once you find correct TA, highlight name from list and select down arrow.



TA's name will appear under **Assigned** section. Select:

**Publish**

**TA Student Contact L2**

**TA Marking**

**TA Assisting**

Make sure you **Save** changes to this page.
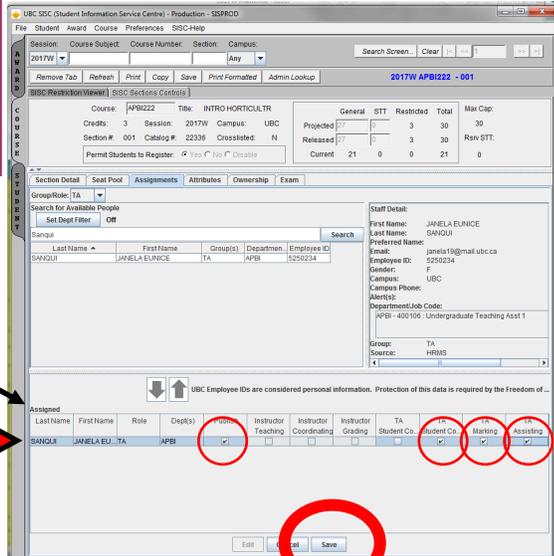




Note: For multiple TA's for a course, repeat the above steps. Don't forget the down arrow after you have found the TA from the list. You only need to select **Save** once you've entered all TA's.