

# Entering TA's into SISC

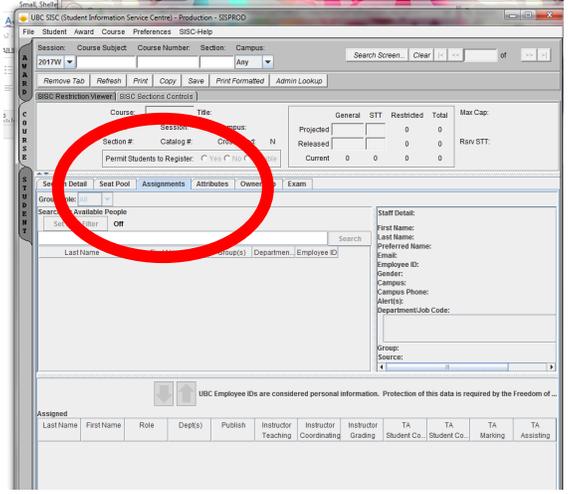
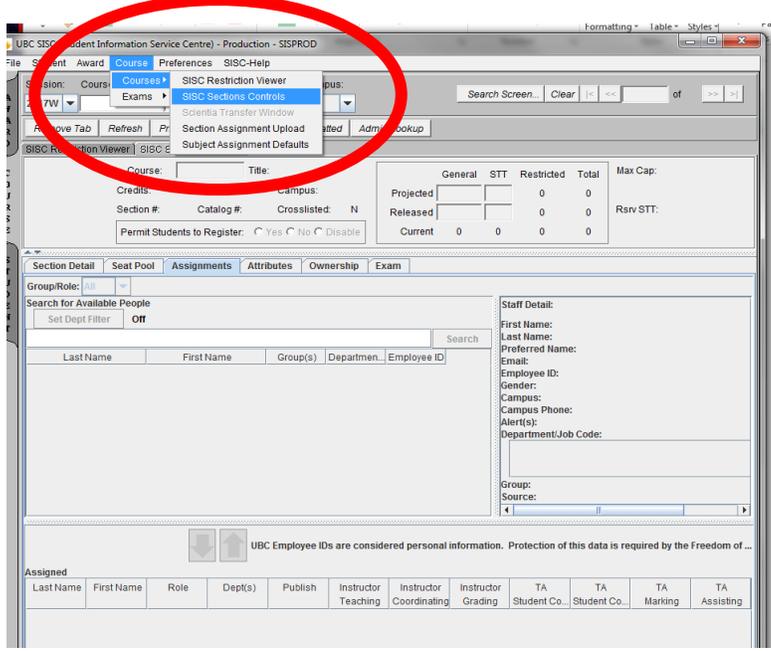
Enter every TA on the Masterlist who has been appointed—they will have an eForm number. Once you have entered them in SISC, highlight the TASM cell in green.

Course	2017-18 TA hours	Instructor	ISIR	Student	Classification	Student Number	Employee ID	PN	Program	Form
APBI 222 001	48	McARTHUR, David		Janela Eunice Sanqui	UTA1	37508141	5250234	4258	ASAB	APSS 414918
APBI 244 001	96	BLACK, Thomas Andrew		Patrick Pow	GT2A	92150168	3758249		MSC	SOIL 405973
				Victoria Ostense	GT2A	83736165	5076455		MSC	SILFS 414930
				Carson Li	GT2A	91470161	2597497	4515	MSC	SOIL 418605

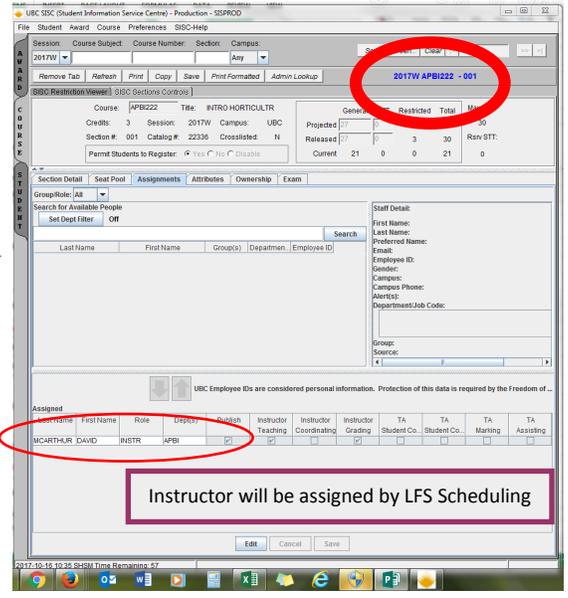
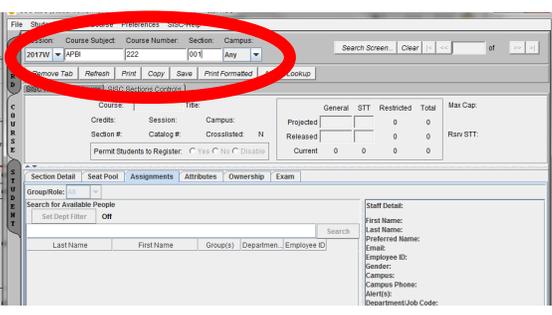
Course	2017-18 TA hours	Instructor	ISIR	Student	Classification	Student Number	Employee ID	PN	Program	eForm
APBI 222 001	48	McARTHUR, David		Janela Eunice Sanqui	UTA1	37508141	5250234	4258	ASAB	APSS 414918
APBI 244 001	96	BLACK, Thomas Andrew		Patrick Pow	GT2A	92150168	3758249		MSC	SOIL 405973
				Victoria Ostense	GT2A	83736165	5076455		MSC	SILFS 414930
				Carson Li	GT2A	91470161	2597497	4515	MSC	SOIL 418605

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**

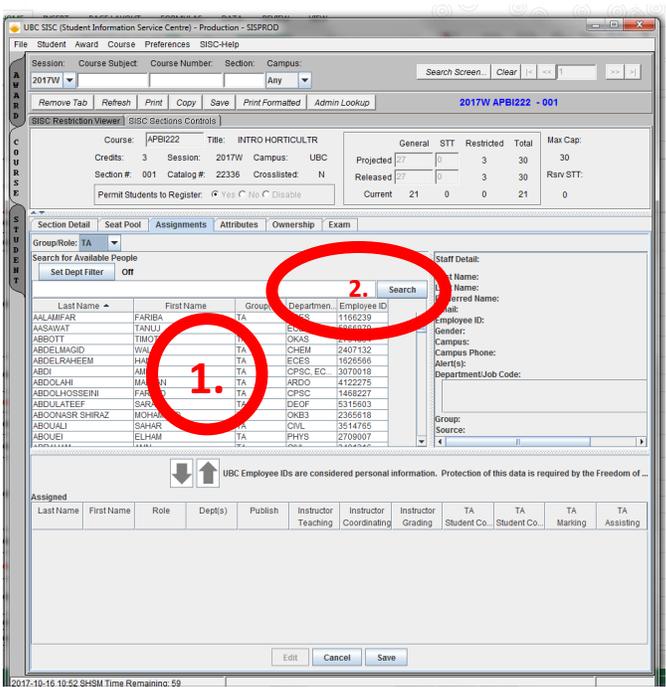


Enter course info.

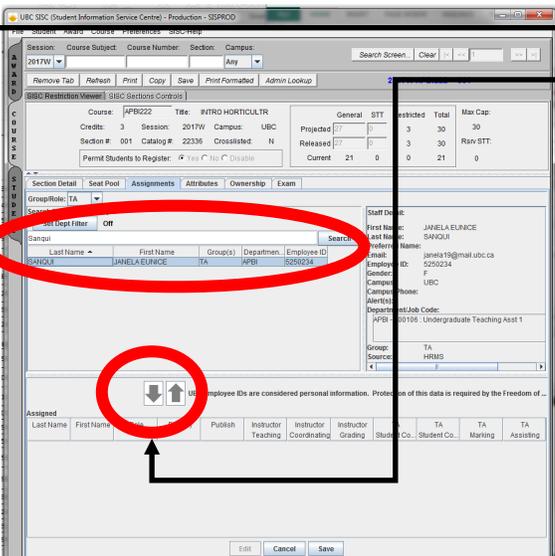
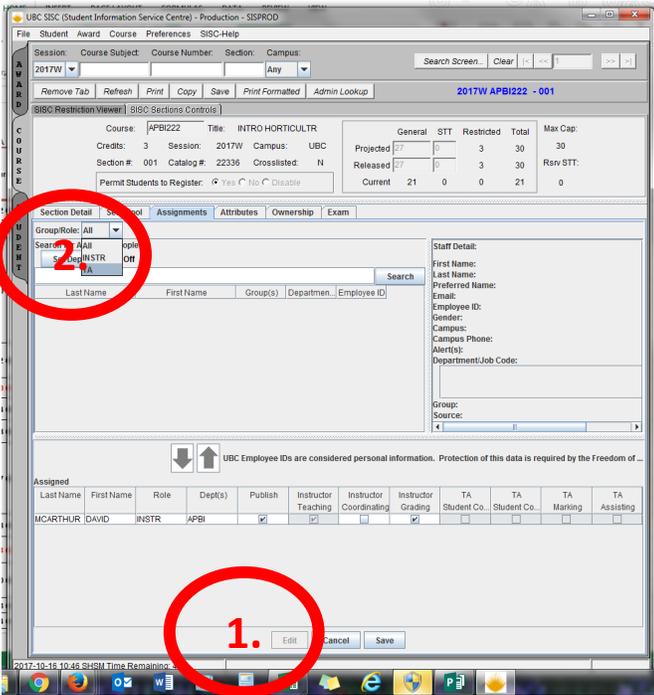


Instructor will be assigned by LFS Scheduling

1. Select **Edit** at bottom of page.
2. Group/Role: select **TA** from drop down box.

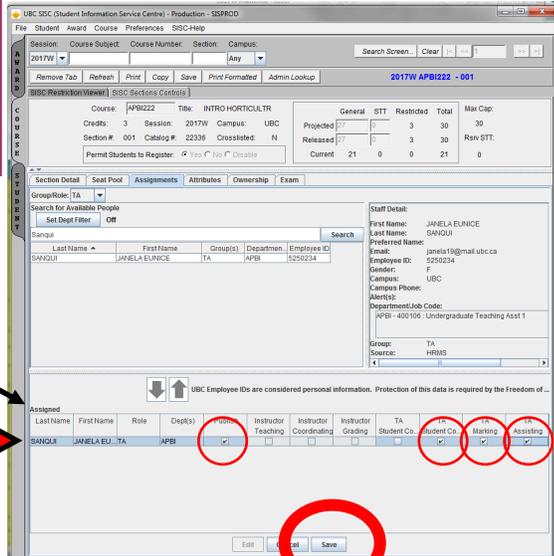


1. Select **TA** from sortable list, or
2. Search



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.

