

Requesting GA/TA to be added to an Online Course Shell

Overview

In accordance with FERPA, Academic Technology works to ensure that student information remains confidential. When a TA, GA, or Mentor is granted access to a myLeo Online course they immediately have access to student records.

The TA, GA or Mentor **must have had FERPA training prior** to being granted access.

Request Process Flow

1. Faculty member e-mails online@tamuc.edu to request for GA access to specified course shell, including the individual's CWID.
 - a. This initial request should be sent to both online@tamuc.edu and the faculty member's **department head**.
2. Department Head approves with e-mail reply to all, including confirmation of current FERPA training for the GA. (**TrainTraq transcript is required**. See note below on how GA can access.)
3. The GA is enrolled by Academic Technology within 1 business day. (Often this occurs **much** sooner.)
4. Academic Technology archives a copy of the e-mail request/approval for record keeping purposes.

Notes

1. In accordance with [University procedure 33.00.08.R0.03](#) section 12, GAs **cannot** have access to grades in a Graduate Level course. They will be assigned the role of "TA-No Gradebook."
2. GAs/TAs can retrieve copies of their TrainTraq transcript from within SSO. Go into TrainTraq and click on the tab (My Transcript) at the top to pull up a listing of all of your completed training.

The screenshot displays the TrainTraq interface. At the top, the 'TRAINTRAQ' logo is on the left, and 'HELP', 'SSO Menu', 'SSO Logoff', and 'CHANGE ROLE Employee' are on the right. A navigation bar below contains 'Home', 'Course Catalog', 'Find Classroom Training', 'My Transcript' (highlighted with a red arrow), and 'My Manager'. The main content area is titled 'My Transcript' and features a filter 'Filter results by : Status Completed'. A red arrow points to a PDF icon in the top right of this area, with the text 'Printable report of transc' below it. Navigation buttons 'First', 'Previous', 'Next', and 'Last' are present, along with 'Displaying Page 1 of 8'. The bottom of the page shows a table header with 'Course/Task Name' and 'Record Entered By'.