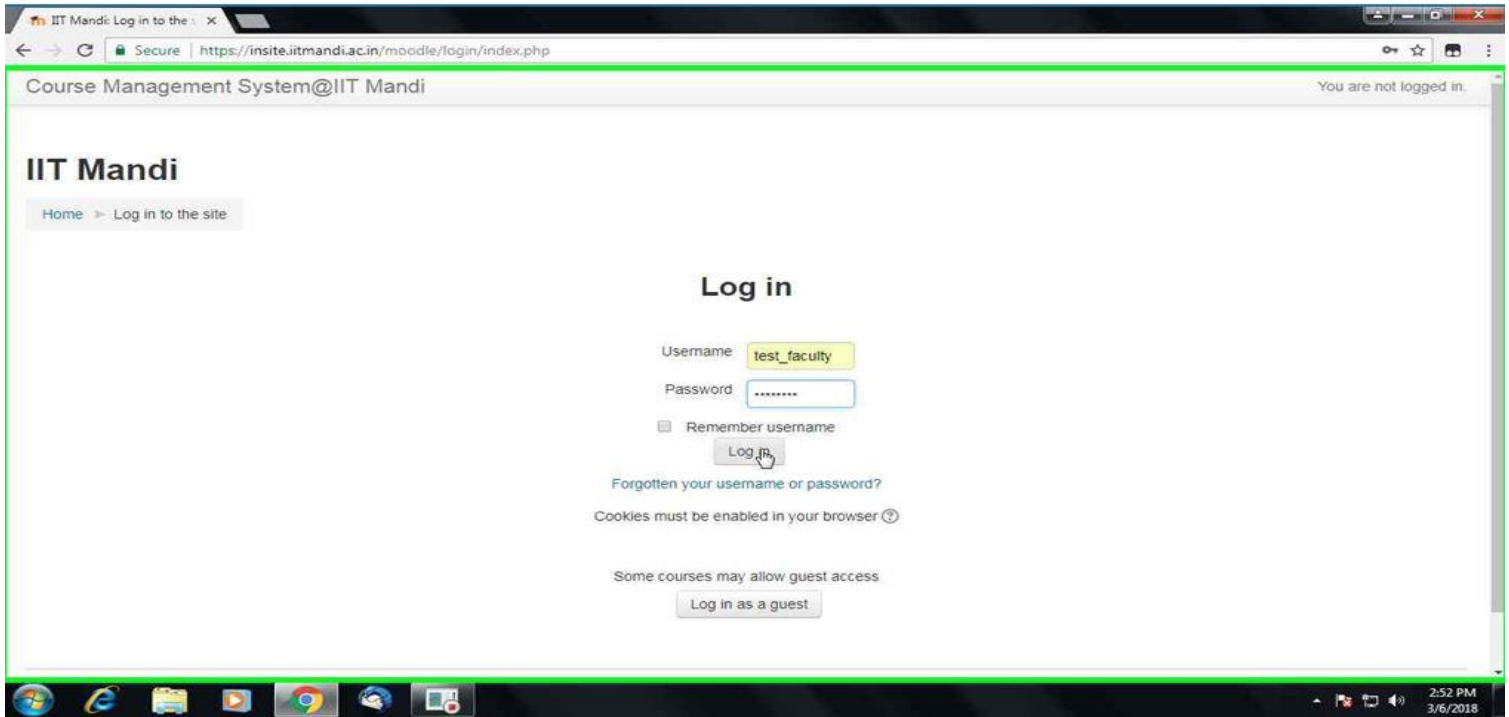
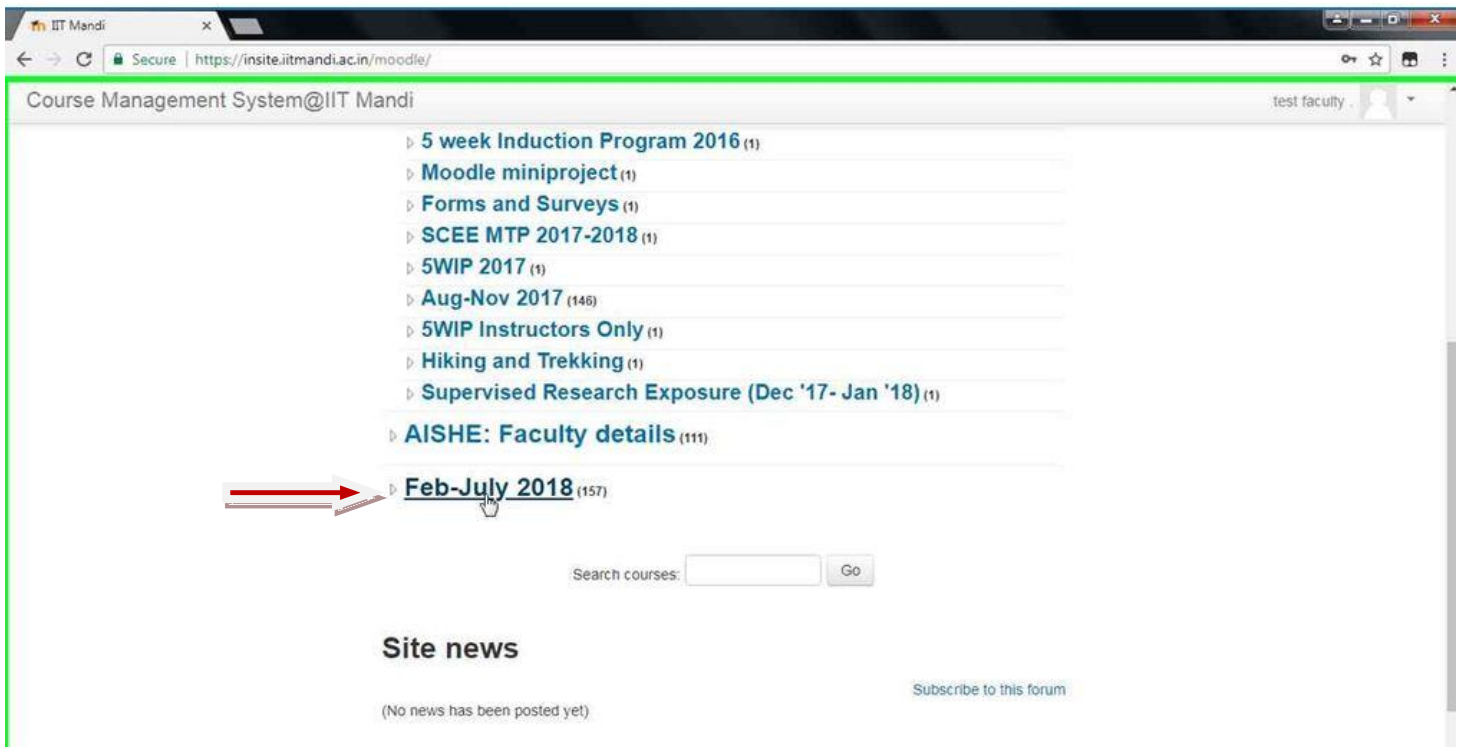


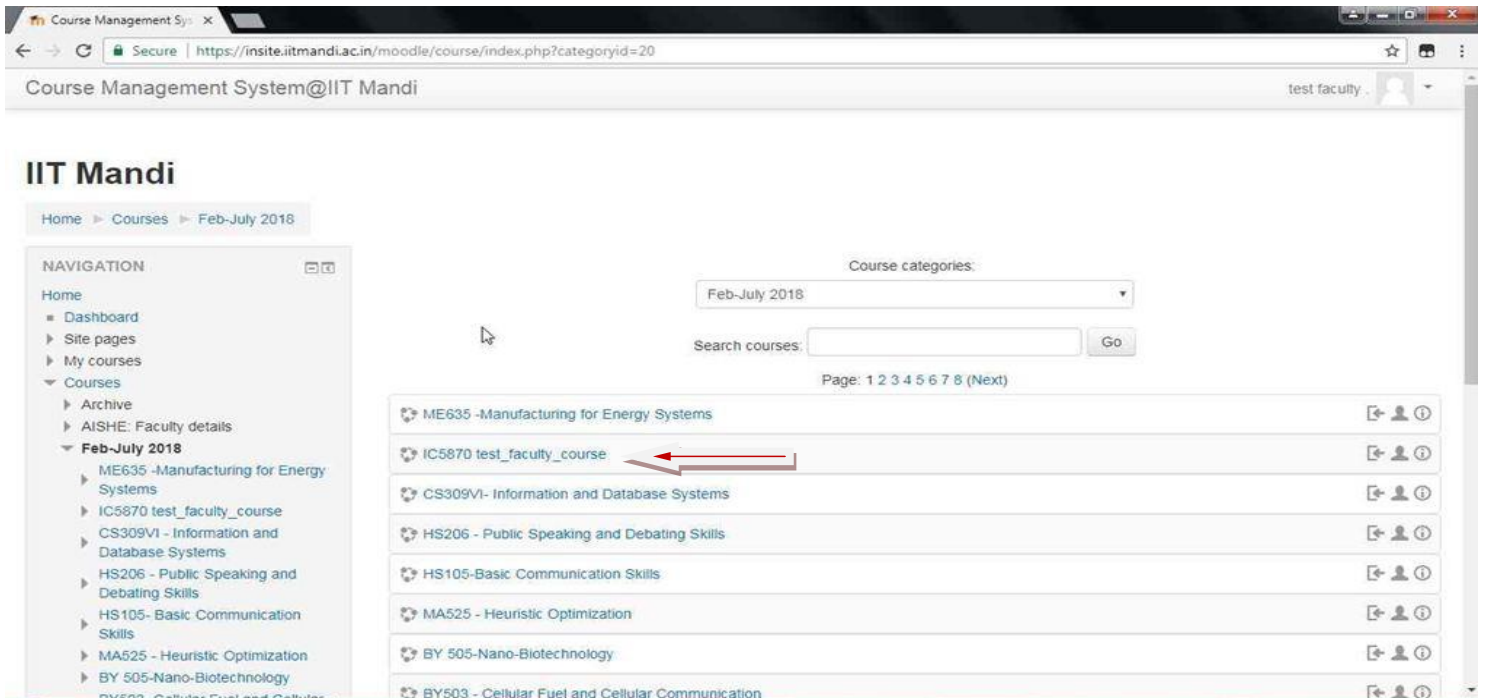
How to add Teaching Assistant (T.A) in Moodle Course

1. Login with your Ldap Credentials

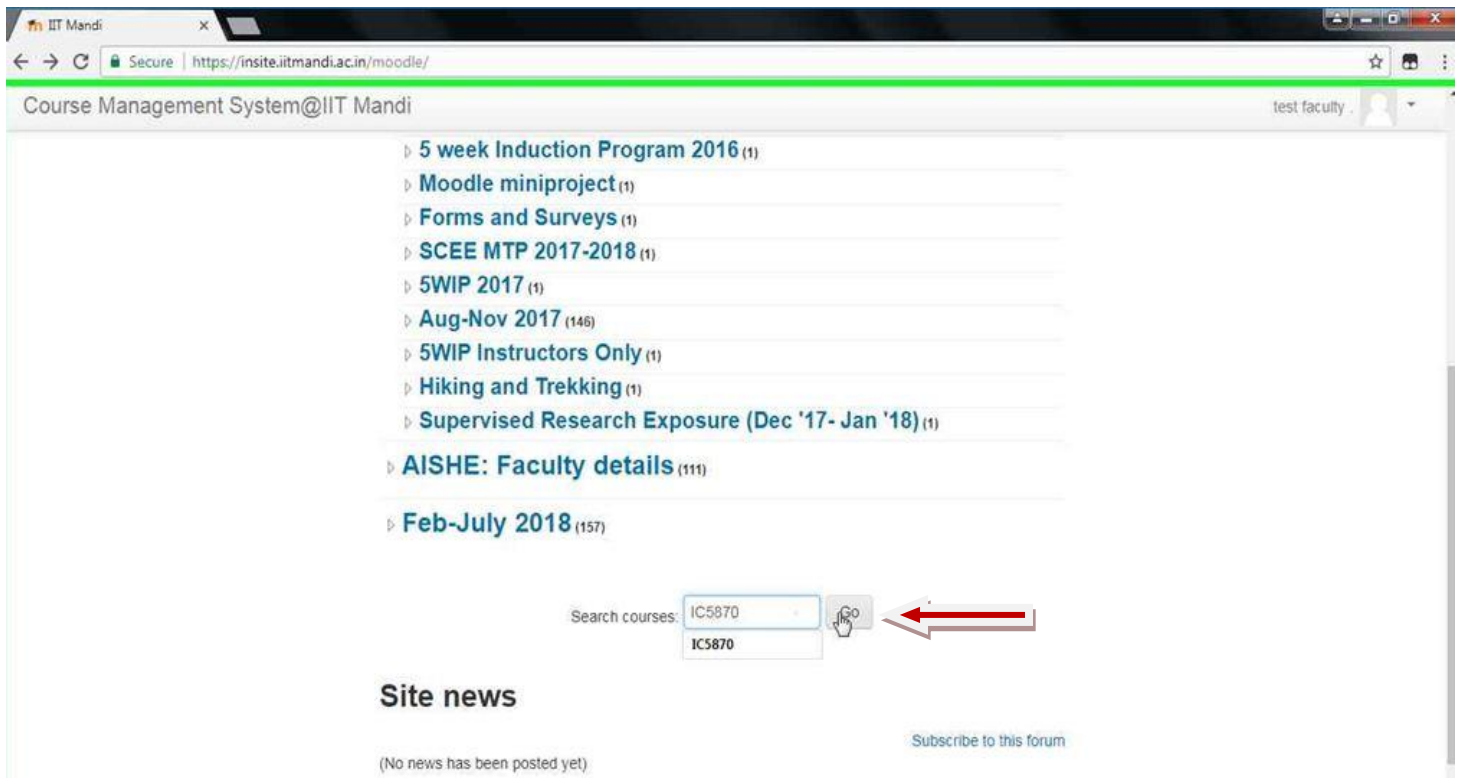


2. Select your Course





3. We can search our Course from here also.



4. Select your Course

The screenshot shows the Moodle Course Management System interface. The browser address bar displays the URL: <https://insite.iitmandi.ac.in/moodle/course/search.php?search=IC5870>. The page title is "Course Management System@IIT Mandi". The user is logged in as "test faculty".

The search results section shows "Search results: 1" with a single result: **IC5870 test_faculty_course**. A red arrow points to this result. Below the result, it says "Teacher: test faculty" and "Category: Feb-July 2018".

The left sidebar contains a "NAVIGATION" menu with options: Home, Dashboard, Site pages, and My courses. The top right has a search bar with "IC5870" and a "Go" button.

At the bottom, it says "You are logged in as test faculty. (Log out) Home".

5 Select Users option

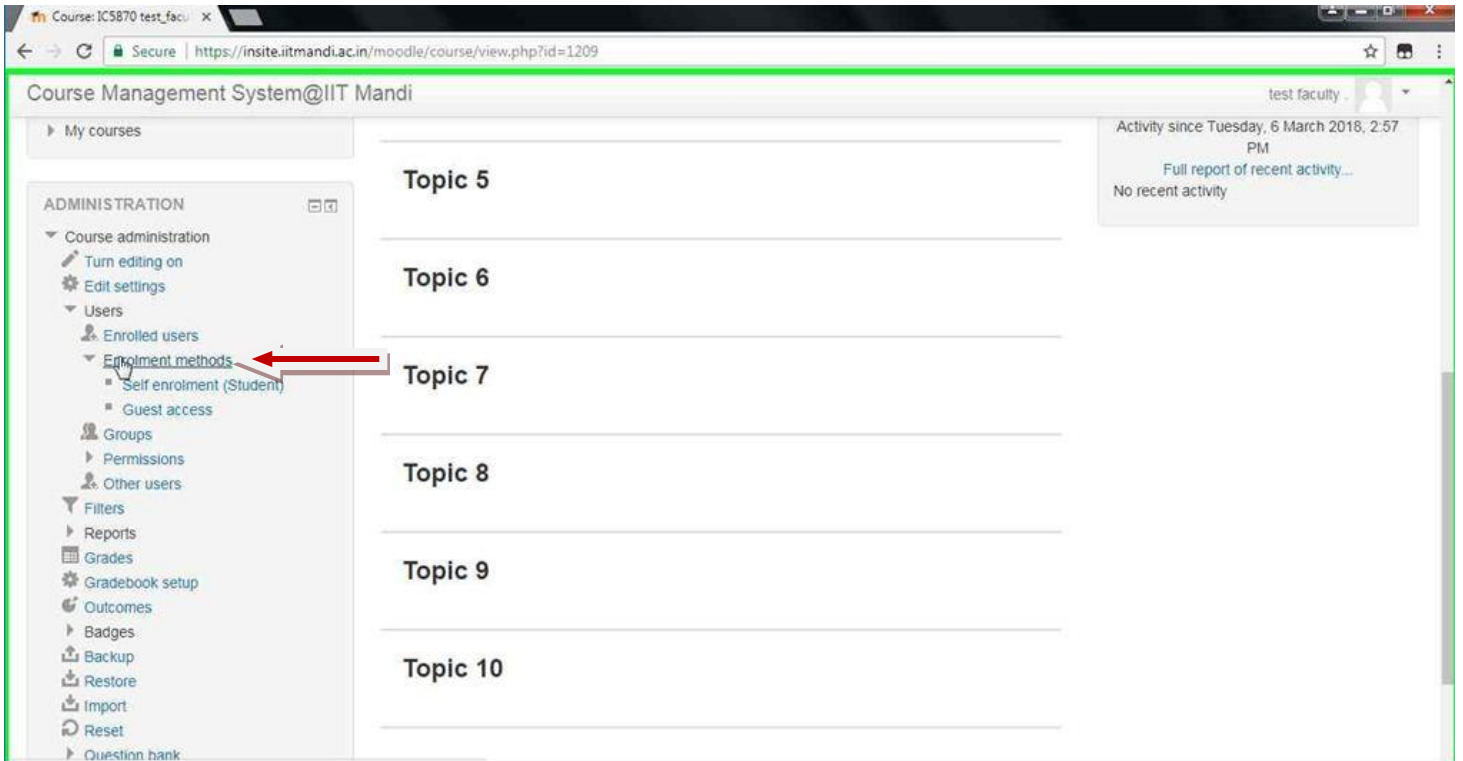
The screenshot shows the Moodle course administration page for "IC5870 test_faculty_course". The browser address bar displays the URL: <https://insite.iitmandi.ac.in/moodle/course/view.php?id=1209>. The page title is "Course Management System@IIT Mandi". The user is logged in as "test faculty".

The left sidebar contains an "ADMINISTRATION" menu with options: Course administration, Turn editing on, Edit settings, **Users** (highlighted with a red arrow), Filters, Reports, Grades, Gradebook setup, Outcomes, Badges, Backup, Restore, Import, Reset, and Question bank. There is also a "Switch role to..." option.

The main content area shows a list of topics: Topic 5, Topic 6, Topic 7, Topic 8, Topic 9, and Topic 10.

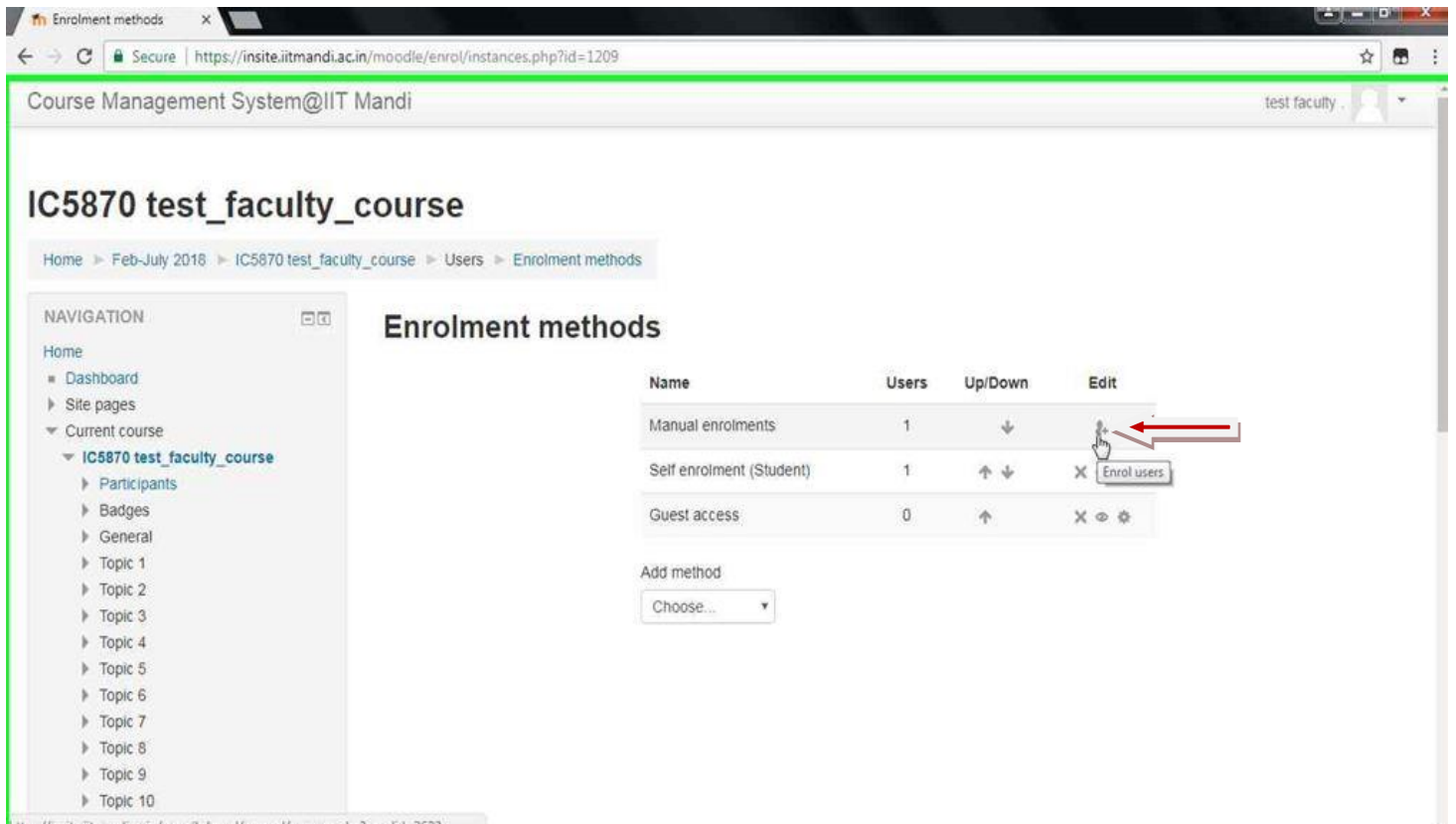
On the right side, there is a box showing activity information: "Activity since Tuesday, 6 March 2018, 2:57 PM" and "Full report of recent activity... No recent activity".

6. Select Enrolment Methods






The screenshot shows the Moodle course administration interface for 'IC5870 test_facu'. The left sidebar contains an 'ADMINISTRATION' menu with 'Enrolment methods' highlighted by a red arrow. The main content area displays a list of topics from Topic 5 to Topic 10. A notification box in the top right corner indicates 'Activity since Tuesday, 6 March 2018, 2:57 PM' with a link to 'Full report of recent activity...' and the text 'No recent activity'.

7. Click Edit Enrol Users

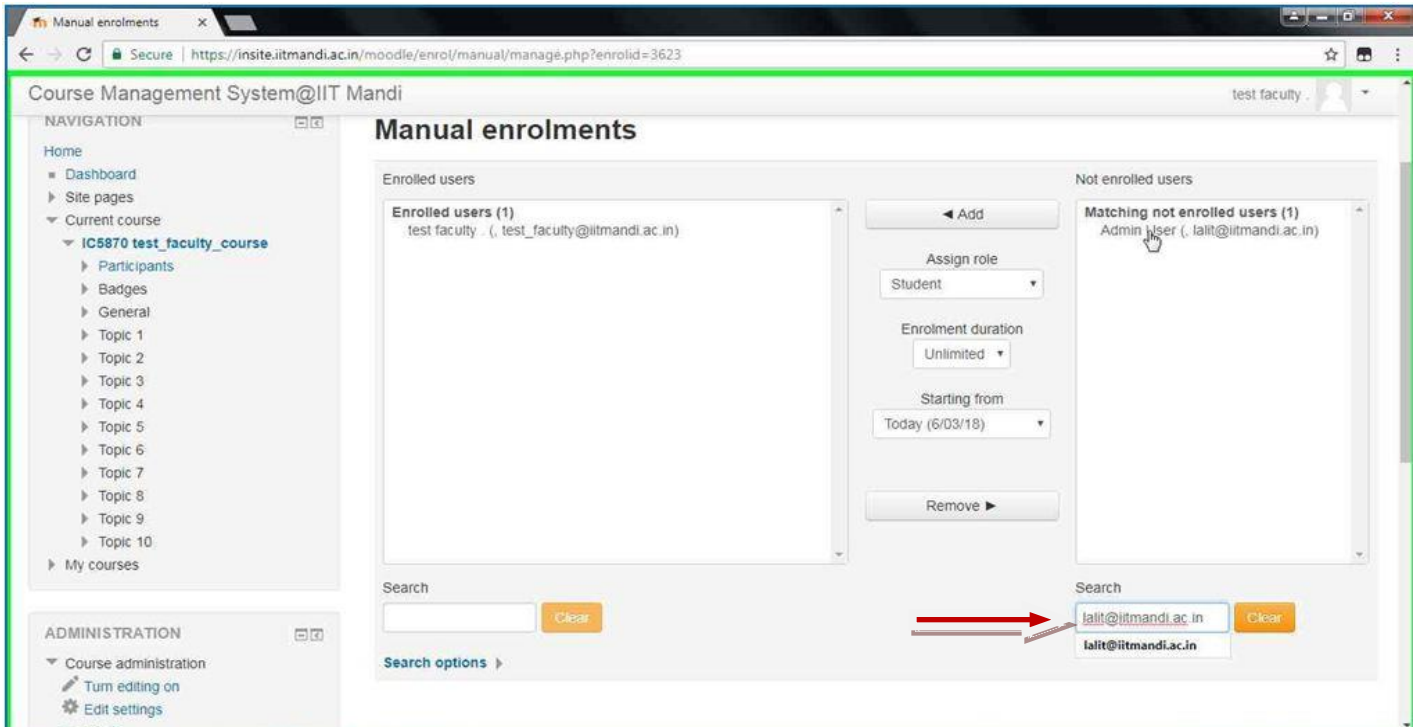


The screenshot shows the 'Enrolment methods' page for the course 'IC5870 test_faculty_course'. The page title is 'Enrolment methods'. Below the title is a breadcrumb trail: 'Home > Feb-July 2018 > IC5870 test_faculty_course > Users > Enrolment methods'. The left sidebar shows a 'NAVIGATION' menu with 'IC5870 test_faculty_course' expanded. The main content area features a table with the following data:

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	 (highlighted with a red arrow)
Self enrolment (Student)	1	↑ ↓	X 
Guest access	0	↑	X 

Below the table is an 'Add method' section with a dropdown menu labeled 'Choose...'. A red arrow points to the 'Edit' icon in the 'Manual enrolments' row.

8. Search for Users

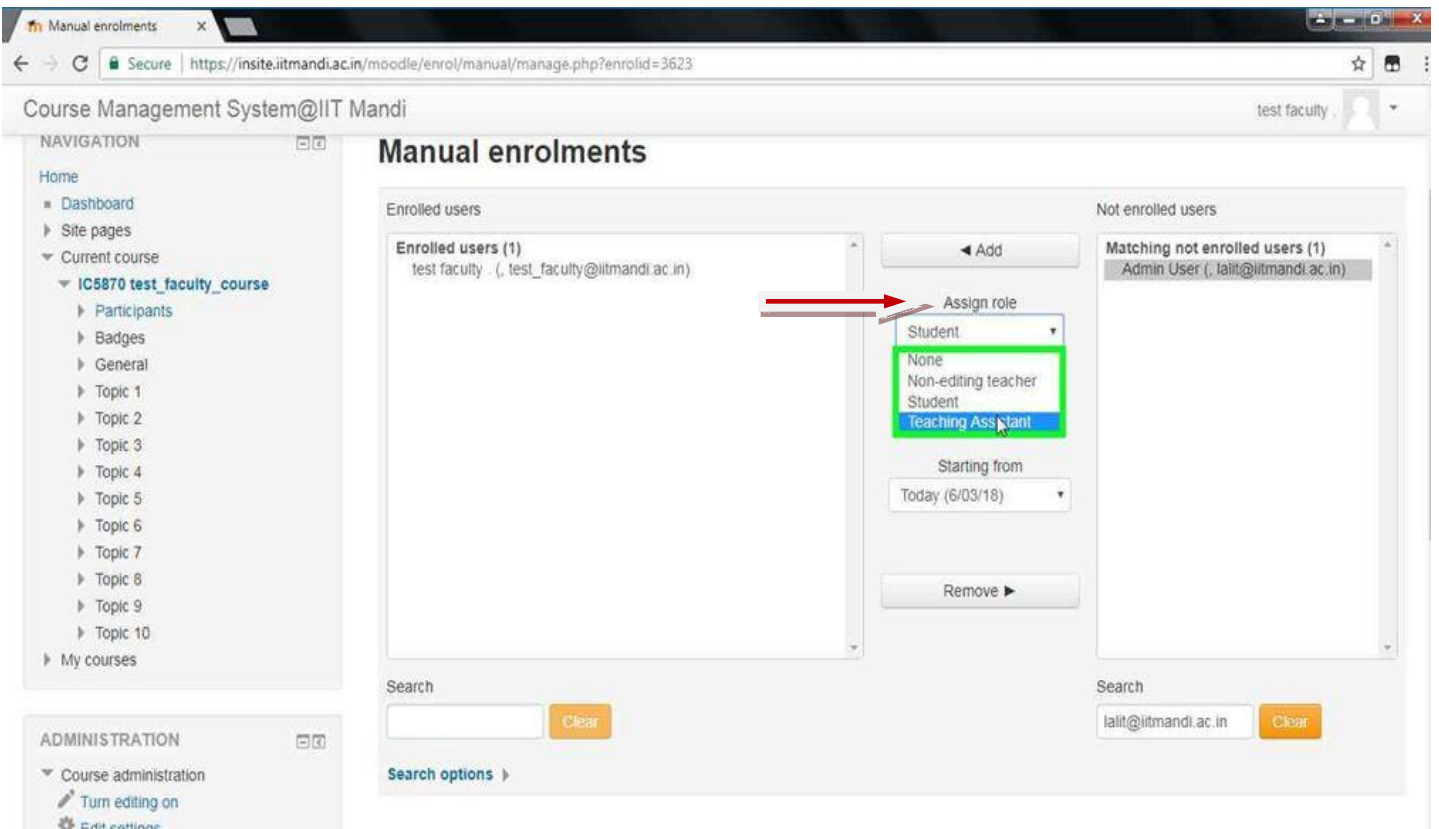


The screenshot shows the Moodle Manual Enrolments interface. On the left is a navigation menu with options like Home, Dashboard, Site pages, and Current course (IC5870 test_faculty_course). The main area is titled "Manual enrolments" and is divided into three sections: "Enrolled users", "Assign role", and "Not enrolled users".

- Enrolled users:** Contains one user: "test faculty (. test_faculty@iitmandi.ac.in)".
- Assign role:** Includes a dropdown menu currently set to "Student", an "Enrolment duration" dropdown set to "Unlimited", and a "Starting from" dropdown set to "Today (6/03/18)".
- Not enrolled users:** Contains one user: "Admin User (. lalit@iitmandi.ac.in)".

At the bottom, there are two search boxes. The left one is empty. The right one contains the text "lalit@iitmandi.ac.in" and has a dropdown menu showing "lalit@iitmandi.ac.in". A red arrow points to this search box.

9. Select Assign Role as Teaching Assistant



This screenshot shows the same Moodle Manual Enrolments interface as the previous one, but with the "Assign role" dropdown menu open. A red arrow points to the dropdown menu, which is highlighted with a green border. The menu options are:

- Student
- None
- Non-editing teacher
- Student
- Teaching Assistant

The "Teaching Assistant" option is currently selected and highlighted in blue. The "Not enrolled users" list now shows "Admin User (. lalit@iitmandi.ac.in)" as a "Matching not enrolled user". The search box on the right still contains "lalit@iitmandi.ac.in".

10. Select User and Click Add.

The screenshot shows the Moodle 'Manual enrolments' page for the course 'IC5870 test_faculty_course'. The page is divided into three main sections: 'Enrolled users', a central configuration panel, and 'Not enrolled users'.
- **Enrolled users (1):** Contains one user: 'test faculty (. test_faculty@iitmandi.ac.in)'. A red arrow points from this user to the 'Add' button in the central panel.
- **Central Panel:** Features an 'Add' button, an 'Assign role' dropdown menu set to 'Teaching Assistant', 'Enrolment duration' set to 'Unlimited', and 'Starting from' set to 'Today (6/03/18)'. A red arrow points from the 'Add' button to the 'Assign role' dropdown.
- **Not enrolled users (1):** Contains one user: 'Admin User (. lalit@iitmandi.ac.in)'. A red arrow points from this user to the 'Add' button in the central panel.
- **Search:** There are search boxes for both 'Enrolled users' and 'Not enrolled users'. The 'Not enrolled users' search box contains the text 'lalit@iitmandi.ac.in'.

The screenshot shows the Moodle 'Manual enrolments' page after the user has been added. The page title is 'IC5870 test_faculty_course'. The breadcrumb trail is 'Home > Feb-July 2018 > IC5870 test_faculty_course > Users > Enrolled users'.
- **Enrolled users (2):** Now contains two users: 'test faculty (. test_faculty@iitmandi.ac.in)' and 'Admin User (. lalit@iitmandi.ac.in)'.
- **Not enrolled users:** The message 'No users match 'lalit@iitmandi.ac.in'' is displayed, indicating that the user has been successfully added to the enrolled list.
- **Central Panel:** The 'Add' button is now disabled (greyed out). The 'Assign role' dropdown is still set to 'Teaching Assistant', and other settings remain the same.

User added as a Teaching Assistant

