

August 11, 2020

IPSDS Teaching Assistant Tasks

Before the course starts:

- Program all assignments and exams within the Canvas course site. Quizzes within Canvas can be completely or partially auto graded, depending on how the questions are designed and any questions requiring manual grading can be done within the Canvas course website.
- Upload additional materials as needed and available – only with the instructor’s permission.
- Support instructor in the task of guaranteeing that all materials are available on the course site on the first day of the course.

During the course:

- Monitor the forum to prompt instructor to post replies or suggest replies that could be posted.
- Housekeeping – update changes to deadlines on the course page; post announcements / news items to alert students to changes or new resources.
- Being available to students electronically to answer housekeeping questions about deadlines or manipulating Canvas (technical questions should be forwarded to the IT desk).

Weekly online meetings:

- Attend the discussion sections (but not lead or contribute unless specific to homework and housekeeping).
- Documentation of participation in the discussion sections to inform the class participation grade.

Grading:

- Grade using the answer key.
- Pass graded assignments to instructor for final grades.
- Enter grades into the course site (Canvas), if needed.

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