

# SISC Sections Controls User Guide

## 8 Assigning Duties to Teaching Assistants and Instructors

8.1 There are a few points you need to be aware of when assigning duties to Teaching Assistants and Instructors:

- *Duties should be assigned to the TA or Instructor based on department duty defaults and or known duty information*
- *TA SCL1 and TA SCL2 are mutually exclusive, meaning you can only select one of these options.*
- *If someone is both an Instructor and TA, you will be prompted to choose a role (Instructor or TA)*
- *Instructor “Teaching” Duty is assigned automatically when the assignment comes from Scientia. It cannot be assigned or unassigned in SISC*
- *For duty definitions and permission mappings, please click on the <Duty Info> button*

## 9 Duty Definitions

Role	Duty	Description
Instructor	Teaching	The act of directly teaching, instructing or lecturing students in a course section.
	Coordinating/Responsible	The act of designing, developing, implementing, administrating and coordinating instructors and other persons to deliver a course section.
	Grade Submission	The act of determining and submitting the final grades students have earned for a course section.
Teaching Assistant	Student Contact – Level 1 *	The act of <u>instructing</u> in lectures and stand-alone laboratories.  This person is present with students during course section meeting times.
	Student Contact – Level 2 *	The act of <u>assisting</u> in lectures, laboratories, discussion periods and tutorials.  This person is present with students during course section meeting times.
	Marking *	The act of marking exams, tests or assignments.
	Assisting *	The act of academic assisting students in office hours, invigilation and other miscellaneous duties.  This person may not be present with students during course section meeting times.

**\* Note: All Teaching Assistant Duties are performed under the supervision of a faculty member**

Instructor Duties				FSC Mapping			Canvas Role	SEOT Evaluation
Teach	Coord	Grade		Classlist/Email	Enter Grades	Submit Grades		
√	√	√		Yes	Yes	Yes	Teacher	Instructor Evaluation
√	√			Yes	No	No	Teacher	Instructor Evaluation
√		√		Yes	Yes	Yes	Teacher	Instructor Evaluation
√				Yes	No	No	Teacher	Instructor Evaluation
	√	√		Yes	Yes	Yes	Secondary Instructor	No Evaluation
	√			Yes	No	No	Secondary Instructor	No Evaluation
		√		Yes	Yes	Yes	Secondary Instructor	No Evaluation
				No	No	No	No Access	No Evaluation

Teaching Assistant Duties				FSC Mapping			Canvas Role	SEOT Evaluation
SCL1	SCL2	Mark	Assist	Classlist/Email	Enter Grades	Submit Grades		
√		√	√	Yes	Yes	No	Teacher	Instructor Evaluation
√		√		Yes	Yes	No	Teacher	Instructor Evaluation
√			√	Yes	No	No	Teacher	Instructor Evaluation
√				Yes	No	No	Teacher	Instructor Evaluation
	√	√	√	Yes	Yes	No	TA	TA Evaluation
	√	√		Yes	Yes	No	TA	TA Evaluation
	√		√	Yes	No	No	TA Course Builder	TA Evaluation
	√			Yes	No	No	TA Course Builder	TA Evaluation
		√	√	Yes	Yes	No	TA Grader	No Evaluation
		√		No	Yes	No	TA Grader	No Evaluation
			√	Yes	No	No	No Access	No Evaluation
				No	No	No	No Access	No Evaluation