



iLearn: Adding TAs and Mentors

Center for Innovation in Teaching and Learning

Adding TAs and Mentors

Instructors in iLearn (D2L) can enroll or remove students in the following roles:

- TA-Grader
- TA-Content
- Mentor

Some roles require a request via the [online form](#):

- Incomplete Student
- TA-Full (*requires iLearn training*)

To add faculty members as TA-Grader, TA-Content, or Mentor, please email ilearn@tntech.edu.

[Need more information about different roles?](#)

Enroll a TA or Mentor in the Class

1. Click **Course Tools** in the purple navigation bar, then click **Classlist**.
2. On the Classlist page, you will see the list of your students that are enrolled in the course. This list is directly linked to the class role in Banner.
3. Choose the **Add Participants** button.



Figure: Use the Add Participants button to add new roles.

4. Select **Add existing users**
5. Enter the username in the search box and click the magnifying glass to search.

Add Existing Users



Figure: Enter the username of the student you would like to add.

6. Select the checkbox to the left of the user you would like to add to your course.
7. Select the appropriate role from the **Select a Role** drop-down box.
8. Click **Enroll Selected Users**.

Unenroll a TA or Mentor in the Class

You can only unenroll the following roles: the TA-Grader, TA-Content and Mentor.

1. Click **Course Tools** in the purple navigation bar, then click **Classlist**.
2. On the Classlist page, you will see the list of everyone in your class.

Adding TAs and Mentors

3. Select the checkbox to the left of the TA or Mentor from the classlist.
4. Select **Unenroll** at the top of the list.

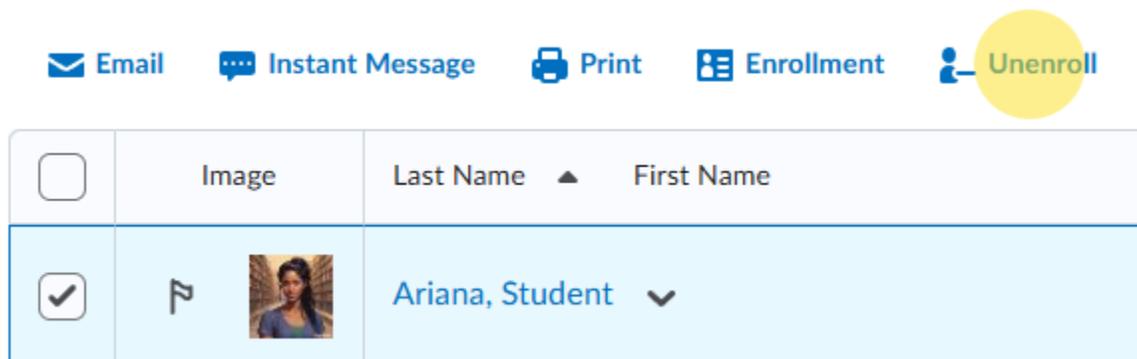


Figure: Click the checkbox next to the person you would like to remove from the course.

5. A confirmation box will appear, select **Yes**.

Confirmation

You have selected to unenroll one or more users.

Confirm you want to unenroll the selected users.



Figure: Click Yes to confirm the removal.