

# 1. Click "Start".

Select TA Preference:

## Application Dates

Student can access the TA application from **November 25, 2019 TO December 05, 2019**

Faculty can access the TA application from **December 06, 2019 TO December 15, 2019**

## Access

Use your andrew account to access this application.

## Support

Access: if you have issues logging to the system, please contact [heinz-computing@andrew.cmu.edu](mailto:heinz-computing@andrew.cmu.edu)

Application: Any issues or questions about using the application can be directed to [heinz-academic-services@andrew.cmu.edu](mailto:heinz-academic-services@andrew.cmu.edu)

Course Corrections: Faculty and students who have corrections for information contained in the TA application can contact the TA Administrator [heinz-academic-services@andrew.cmu.edu](mailto:heinz-academic-services@andrew.cmu.edu)

All other questions can be sent to [heinz-academic-services@andrew.cmu.edu](mailto:heinz-academic-services@andrew.cmu.edu)

## Statement Of Official Use

Faculty will have access to student educational records for the designated time period above in order to fulfill their professional responsibilities to the University.

# 2. Select one of your courses from the drop down menu in the middle of the screen:

## Selected Students For:

[Help?](#)

Name	Program	Comment	Ranking
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Note: Click on below select course drop down and select course.

Select Course

TA Allowance: 5

Note: Please use table's pagination to view more students.

Name	Program	Grade/Sem	Student Prefs	Student Comment	Ranking	Comment ( Max Chars: 200)
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3. Review the applicants and enter a ranking of your preference for the students you would be interested in working with your course. The available rankings are 1 through 4, where 1 is your first choice. Students similarly ranked their preferences on a scale of 1 through 5, where 1 is their first choice.

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Welcome, mm6 Logout

TA Preferences: Step 1 of 2 Submit

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**Selected Students For:** 95702 A, Distributed Systems for Information Systems Management MW 03:00PM-04:20PM [Help?](#)

Name	Program	Grade/Sem	Student Prefs	Student Comment	Ranking	Comment ( Max Chars: 200)
Test Student 1	MISMAU	NA	1		▼	<input type="button" value="Add"/>
Test Student 2	MISMAU	NA	2		▼	<input type="button" value="Add"/>
Test Student 3	MISMAU	NA	2	I took this course in Fall 2019.	▼	<input type="button" value="Add"/>
Test Student 4	MISM	NA	3		▼	<input type="button" value="Add"/>
Test Student 5	MISM	NA	3		▼	<input type="button" value="Add"/>

Note: Please use table's pagination to view more students.

TA Allowance: 5

Select Course: 95702 A, Distributed Systems for Information Systems Management MW 03:00PM-04:20PM

4. Once you indicate the appropriate rankings (and any applicable comments) of the selected students, click "Add" for each one.

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TA Preferences: Step 1 of 2 Submit

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**Selected Students For:** 95702 A, Distributed Systems for Information Systems Management MW 03:00PM-04:20PM [Help?](#)

Name	Program	Grade/Sem	Student Prefs	Student Comment	Ranking	Comment ( Max Chars: 200)
Zehao Ji	MISMAU	NA	1		1	<input type="button" value="Add"/>
Test Student 1	MISMAU	NA	2		2	<input type="button" value="Add"/>
Test Student 2	MISMAU	NA	2	I took this course in Fall 2019.	3	<input type="button" value="Add"/>
Test Student 3	MISM	NA	3		4	<input type="button" value="Add"/>
Test Student 4	MISM	NA	3		4	<input type="button" value="Add"/>

Note: Please use table's pagination to view more students.

TA Allowance: 5

Select Course: 95702 A, Distributed Systems for Information Systems Management MW 03:00PM-04:20PM

## 5. Verify that the correct students have been selected and ranked:

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TA Preferences: Step 1 of 2 Submit

Selected Students For: 95702 A, Distributed Systems for Information Systems Management MW 03:00PM-04:20PM [Help?](#)

Name	Program	Comment	Ranking	
Test Student 1	MISMAU		1	Remove
Test Student 2	MISMAU		2	Remove
Test Student 3	MISMAU		3	Remove
Test Student 4	MISM		4	Remove

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Note: Click on below select course drop-down and select course.

### Select Course

95702 A, Distributed Systems for Information Systems Management MW 03:00PM-04:20PM

TA Allowance: 5

Note: Please use table's pagination to view more students.

Name	Program	Grade/Sem	Student Prefs	Student Comment	Ranking	Comment ( Max Chars: 200)	
Test Student 1	MISMAU	NA	1		1		Add
Test Student 2	MISMAU	NA	2		2		Add
Test Student 3	MISMAU	NA	2	I took this course in Fall 2019.	3		Add
Test Student 4	MISM	NA	3		4		Add
Test Student 5	MISM	NA	3				Add

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6. Repeat steps #2 through #5 for all courses to which students have applied.

7. Once you are finished and have selected at least 1 student for each course, click "Submit."

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TA Preferences: Step 1 of 2 **Submit**

Selected Students For: 95702 A, Distributed Systems for Information Systems Management MW 03:00PM-04:20PM [Help?](#)

Name	Program	Comment	Ranking	
Test Student 1	MISMAU		1	Remove
Test Student 2	MISMAU		2	Remove
Test Student 3	MISMAU		3	Remove
Test Student 4	MISM		4	Remove

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Zehao Ji	MISMAU	NA	1		1		Add
Test Student 1	MISMAU	NA	2		2		Add
Test Student 2	MISMAU	NA	2	I took this course in Fall 2019.	3		Add
Test Student 3	MISM	NA	3		4		Add
Test Student 4	MISM	NA	3				Add

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