1.	Click "Start".
	Carnegie Mellon University Welcome to the Heinz College Select TA Preference: Start Heinz College Teaching Assistant Application Select TA Preference: Start
	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 contacheinz-computing@andrew.cmu.edu
	Application: Any issues or questions about using the application can be directed tcheinz-academic-services@andrew.cmu.edu
	Course Corrections: Faculty and students who have corrections for information contained in the TA application can contact the TA Administratoheinz-academic-services@andrew.cmu.edu
	All other questions can be sent to 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:

Carnegie Mellon University	т	A Preferences: 5	iten 1 of 2	Welcome, mm6	Su	ubmit	Logout	
Tenzonege								
Selected Students For:							Help?	
Name	Program		Comme	nt	Ranking		_	
		ne ke Page	1 of 0 +> ++		M			
Note: Click on below select course	, cown and se	elect course.						
Selec	t Course							
				•				
TA Allowance: 5							Note: Please use table's pagination to view more	students.
Name	Program	Grade/Sem	Student Prefs	Student Comment	t	Ranking	Comment (Max Chars: 200)	
				He e Page 1 of 0 IN I	FI			

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.

Carnegie Mellon University Heinzcollege	TA	Preferences: S	itep 1 of 2	Welcome,	Su	bmit	Logout	
Selected Students For: 95	702 A, Distributed	Systems for I	nformation Sysl	tems Management MW 03:0	00PM-04:	20PM	Help?	
Name	Program		Comme	ent I	Ranking]	
Note: Click on below select cours	e drop-down and sel	ect course.	1 of 0 De Del					
Sel	ect Course							
9570	2 A, Distributed Systems	for Information S	ystems Management	t MW 03:00PM-04:20PM		_		
TA Allowance: 5							ote: P 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			-		Add
Test Student 1	MISMAU	NA	2			-		Add
Test Student 2	MISMAU	NA	2	I took this course in Fall 2019	н. -	-		Add
Test Student 3	MISM	NA	3			-		Add
Test Student 4	MISM	NA	3			-		Add
Test Student 5		k						
<								,
				Hade 1 of 1 IN H				

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

Carnegie Mellon University				Welcome, mm6			Logout		
HeinzCollege	6	TA Preferences:	Step 1 of 2			Submit			
Selected Students For:	95702 A, Distrib	uted Systems for	Information Sys	tems Management MW 03	8:00PM-04	:20PM	Help?		
Name	Program		Comm	ent	Ranking]		
		H KH Page	1 of 0 => ==						
Note: Click on below select	course drop-down a	nd select course.							
	Select Course								
	Jordz A, Distributed	systems for minimation .	ysterns managemen						
TA Allowance: 5	Progr	am Grade/Sem	Student Prefs	Student Comme	t	Rapking	ote: Please use table's pagination to view	more struents.	
Zehao Ji	MIS	IAU NA	1					Add	j
Test Student 1	MIS	IAU NA	2			2		Add	j
Test Student 2	MIS	IAU NA	2	I took this course in Fall 20	19.	3		Add	
Test Student 3	MI	im NA	3					Add	
Test Student 4	MI	im NA	з					Add	
•									
				He of 1 Page 1 of 1 He	1-1				

	Program		Comr	nent	Ranking		
Test Student 1	MISMAU				1	Remo	ve
Test Student 2	MISMAU				2	Remo	ve
Test Student 3	MISMAU				3	Remo	ve
Test Student 4	MISM				4	Remo	ve
	In	14 K4 Page	1 of 1 == ==				
Name Name	D	Condo (Com	Chudant Drafe	Student Comment		Deelsis	Note: Please use table's pagination to view mo
Name	Program	Grade/Sem	Student Prefs	Student Comment		Rankir	Note: Please use table's pagination to view mo
Name Test Student 1	Program	Grade/Sem	Student Prefs	Student Comment		Rankir 1	Note: Please use table's pagination to view mo ng Comment (Max Chars: 200)
Name Test Student 1 Test Student 2	Program MISMAU MISMAU	Grade/Sem	Student Prefs	Student Comment		Rankir 1 2	Note: Please use table's pagination to view mo g Comment (Max Chars: 200)
Name Test Student 1 Test Student 3 Test Student 3	Program MISMAU MISMAU MISMAU	Grade/Sem NA NA NA	Student Prefs 1 2 2	Student Comment		Rankir 1 2 3	Note: Please use table's pagination to view mo ng Comment (Max Chars: 200)
Name Test Student 1 Test Student 2 Test Student 3 Test Student 4	Program MISMAU MISMAU MISMAU MISMAU	Grade/Sem NA NA NA NA NA NA	Student Prefs 1 2 2 3	Student Comment		Rankir 1 2 3 4	Note: Please use table's pagination to view mo g Comment (Max Chars: 200)
Name Test Student 1 Test Student 2 Test Student 3 Test Student 4 Test Student 5	Program MISMAU MISMAU MISMAU MISM MISM	Grade/Sem NA NA NA NA NA	Student Prefs 1 2 2 3 3 3	Student Comment		Rankir 1 2 3 4	Note: Please use table's pagination to view mo ng Comment (Max Chars: 200)
Name Test Student 1 Test Student 2 Test Student 3 Test Student 4 Test Student 5	Program MISMAU MISMAU MISMAU MISM MISM	Grade/Sem NA NA NA NA NA NA NA	Student Prefs 1 2 2 3 3 3	Student Comment		Rankin 1 2 3 4	Note: Please use table's pagination to view mo g Comment (Max Chars: 200)

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

- 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."

Carnegie Mellon University Heinzcollege	ТА	Preferences: 1	itep 1 of 2	Welcom	Sut	bmit)	Logout	
Selected Students For: 9570	2 A, Distributed	Systems for I	nformation Sysl	tems Management MW 03:0	0PM-04:2	OPM		Help?	
Name	Program		Comr	ment	Ranking				
Test Student 1	MISMAU				1	Rem	ove		
	MISMAU			2		Remove	ove		
Test Student 2	MISMAU				3	Rem	ove]	
Test Student 3	MISM				4	Rem	ove]	
		Tel cel Page	1 of 1 == ==						
Test Student 4	p-down and sel	ect course.							
Selec	t Course								
96702	A, Distributed Systems	for Information S	ystems Management	t MW 03:00PM-04:20PM					
TA Allowance: 5							N	ote: Please use table's pagination to view more s	tudents.
Name	Program	Grade/Sem	Student Prefs	Student Comment		Rank	ting	Comment (Max Chars: 200)	
Zehao Ji	MISMAU	NA	1			1	•		Add
	MISMAU	NA	2			2	•		Add
Test Student 1	MISMAU	NA	2	I took this course in Fall 2019		3	•		Add
Test Student 2	MISM	NA	3			4	•		Add
Test Student 3	MISM	NA	3				•		Add
Test Student 4									
	_								
1									,
				He He Page 1 of 1 He He					