

Requesting GA/TA to be added to an Online Course Shell

Overview

In accordance with FERPA, Academic Technology works to ensure that student information remains confidential. When a TA, GA, or Mentor is granted access to a myLeo Online course they immediately have access to student records.

The TA, GA or Mentor must have had FERPA training prior to being granted access.

Request Process Flow

1. Faculty member e-mails online@tamuc.edu to request for GA access to specified course shell, including the individual's CWID. This initial request is sent to both online@tamuc.edu and the faculty member's department head.
2. Department Head approves with e-mail reply to all, including confirmation of current FERPA training for the GA. (TrainTraq transcript is required.)
3. The GA is enrolled by Academic Technology within 1 business day. (Often this occurs **much** sooner.)
4. Academic Technology archives a copy of the e-mail request/approval for record keeping purposes.

Note

GAs/TAs can retrieve copies of their TrainTraq transcript from within SSO. Go into TrainTraq and click on the tab (My Transcript) at the top to pull up a listing of all of your completed training.

Then click on the PDF icon on the right side by the column headings, save, and e-mail.