Description: This job aid instructs users on how to assign a students and, when appropriate, certain employees as a TA, CA, or IA to a specific course in Workday.

Applies to: Academic Administrators

Notes: You cannot add the same student to the same class section multiple times.

Instructions: Fields not specified in this document are to be skipped or left blank.

MAINTAIN TA / CA/ IA ASSIGNMENTS

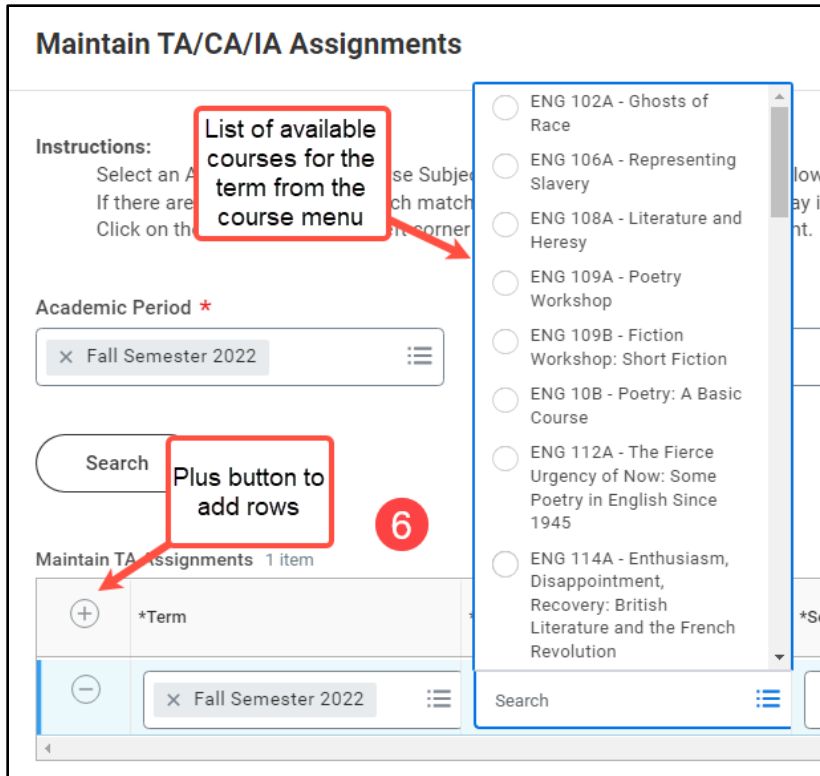1. In the Workday search bar, type "**Maintain TA/CA/IA Assignments**".

2. Enter the **Academic Period**. Once the academic period is chosen, the course subject field will prompt will appear.

3. Enter the **Course Subject**. Once you have chosen the subject, the course prompt will appear.

4. The **Course Prompt** is not a required field, but you may enter the course here. You may also enter the **Course Section**, which is an optional field as well.

5. Click the **Search** button to review course sections that have already assigned TA/CA/IA to graduate students.
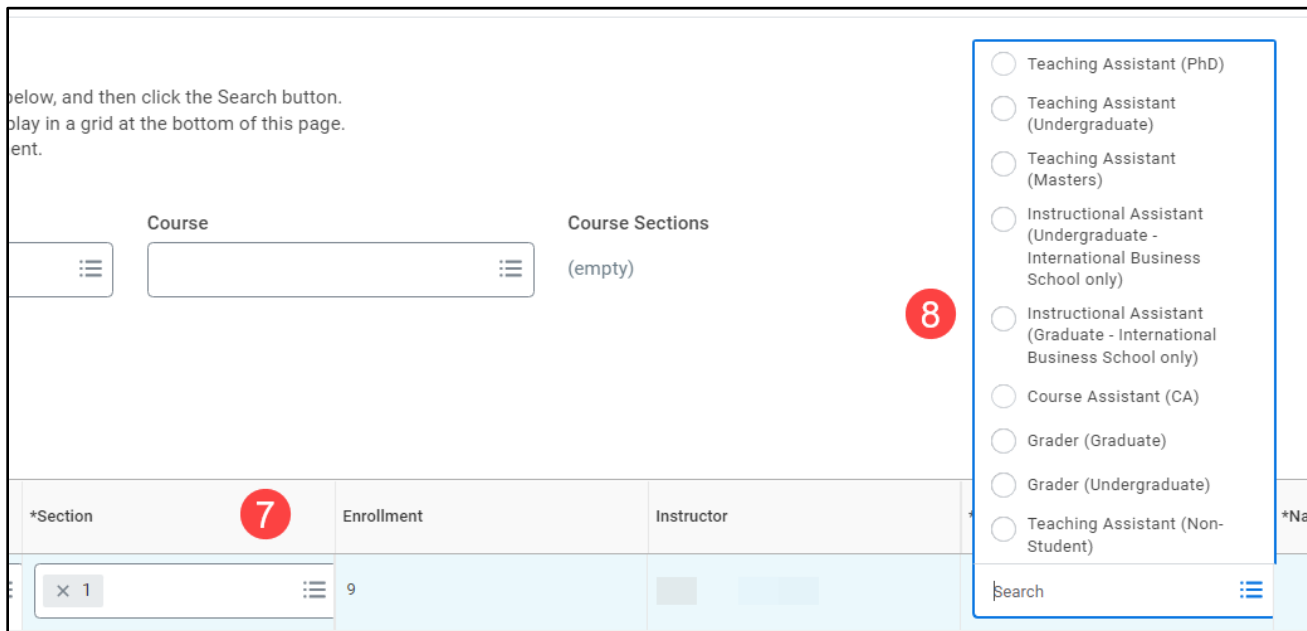

6. In the table, click the plus sign to add a row. The **Academic Period** will autopopulate. Click the **Course** prompt button and a list of available courses and subjects for that term appear with radial buttons. Choose the correct course.

Maintain TA/CA/IA Assignments

Instructions:
Select an A...
If there are...
Click on the...

List of available courses for the term from the course menu

ENG 102A - Ghosts of Race
ENG 106A - Representing Slavery
ENG 108A - Literature and Heresy
ENG 109A - Poetry Workshop
ENG 109B - Fiction Workshop: Short Fiction
ENG 10B - Poetry: A Basic Course
ENG 112A - The Fierce Urgency of Now: Some Poetry in English Since 1945
ENG 114A - Enthusiasm, Disappointment, Recovery: British Literature and the French Revolution

Academic Period *

× Fall Semester 2022

Search

Plus button to add rows

⑥

Maintain TA Assignments 1 item

⊕	*Term		*Se...
⊖	× Fall Semester 2022	≡	

Search ≡

7. Choose the **Course Section** from the prompt menu. The enrollment number and instructor for the section will autopopulate.

8. Choose the **Role** you are assigning to the graduate student.

below, and then click the Search button.
play in a grid at the bottom of this page.
ent.

Course

Course Sections
(empty)

○ Teaching Assistant (PhD)
○ Teaching Assistant (Undergraduate)
○ Teaching Assistant (Masters)
○ Instructional Assistant (Undergraduate - International Business School only)
○ Instructional Assistant (Graduate - International Business School only)
○ Course Assistant (CA)
○ Grader (Graduate)
○ Grader (Undergraduate)
○ Teaching Assistant (Non-Student)

⑧

*Section	⑦	Enrollment	Instructor		*Na...
× 1	≡	9			

Search ≡

9. After selecting the role, type in the student's name or student ID in the **Name** field.

Maintain TA Assignments 1 item

	*Term	*Course	*Section	Enrollment	Instructor	*Role	*Name
⊖	✕ Fall Semester 2022	✕ ENG 119A - Fiction Workshop	✕ 1	9		✕ Teaching Assistant (PhD)	✕ Paul

10. If you have other students to assign, keep adding rows to the table. If you have completed the assignments, click **Save**, then click **Done**.

VIEW ALL TA/CA/IA ASSIGNMENTS REPORT

This report shows ALL TA/CA/IA assignments across the university, not just your department. You can filter the report using table headings.

11. Type the name of the report into the Workday search bar – View All TA/CA/IA Assignments.

Q view all ta ⑪ ⊗

📋 View All TA/CA/IA Assignments
Report

12. Click the heading of the table to create your filter.

Course	Section	Role
ANTH 202B - Advanced Ethnographic Research Methods		
ANTH 202B - Advanced Ethnographic Research Methods		
BIOL 15B - Cells and Organisms	1	
COSI 131A - Operating Systems	1	
BUS 259F - Digital Marketing	1	

Click the header for the filter options to appear

↑ Sort Ascending
↓ Sort Descending ⑫

Filter Condition *

☐ Instructional Assistant (Graduate - International Business School only)
☐ Teaching Assistant (Masters)
☐ Teaching Assistant (PhD)

Search ☰

Filter

VIEW TA/CA/IA ASSIGNMENT BY SUBJECT

This report allows user to search for TA/CA/IA Assignments by Course Subject. Users can search by academic period, subject, role, and/or student.

When entering the academic period, users should be specific about the academic period they would like to view. As an example, typing "fall 2022" will not pull up data. Enter "Fall Semester 2022" to view the data for that academic period. Then choose the course subject.

13. Enter the **Academic Period** and the **Course Subject**. If you would like to search for a specific TA Role, you may add it here as well. You can also add a student's name into the search field to see if they have been assigned. Click the **OK** button to run the report.

14. Once the report runs, you may continue to filter the report by using the header columns.