

By default, a person enrolled in a RamCT section as a Teaching Assistant (TA) has the ability to:

- In the grade book, enter grades, create and release columns, and import a spread sheet
- Create Announcements
- Adjust settings on an Assessment
- Adjust settings on an Assignment
- Create and grade Discussion Topics
- Modify Content item properties
- Hide Content items

As an Instructor you may also want your TA to:

- Grade Assessments using the Assessment Manager
- Grade Assignments using the Assignment Dropbox
- Set Selective Release Criteria
- Use the Student Tracking tool to monitor student activity
- Create groups using the Group Manager
- View the Grade Audit Tool
- Create and modify Grading Forms
- Modify the RamCT sections Settings

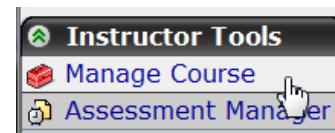
## I. Change the Teaching Assistant settings for all TA's in a given RamCT section.

1. In your RamCT section, from either **the Build or Teach** tab,



under **Tools**,






*click on **Manage Course***



2. Click on the **Settings** link

Your location: **Manage Course**

**Manage Course**

-  [Tools](#)  
Determine which tools can be used in this course.
-  [Course Menu](#)  
Modify the appearance of the course.
-  [Colors](#)  
Choose colors for the course.
-  [Course Content Icons](#)  
Choose an icon set for the course.
-  [Settings](#)  
Edit settings for tools.

3. Under the **Administration** column click on **Teaching Assistant Settings**

**Administration**

- [Content Manager](#)
- [Customize](#)
- [International](#)
- [Learning Context](#)
- [PeopleLinks](#)
- [Reset Section](#)
- [Teaching Assistant Settings](#)
- [Tracking](#)
- [User Manager](#)

4. Setting an item to True and clicking Save Values will turn on that ability for all TA's in this RamCT section. Setting an item to False and Clicking Save Values will turn off that ability.

As we noted, the only setting set to True or "turned on" by default is allow TA's to use the Grade Book.

The most popular items that instructors also turn on are "Allow TA's to use the Assessment Tool" and "Allow Teaching Assistants to use the Assignment Dropbox".

**Teaching Assistant Settings Administration**

Title	Value
Allow Teaching Assistants to use Grade Book tool *	<input checked="" type="radio"/> true / <input type="radio"/> false
Allow Teaching Assistants to use Selective Release Map tool *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to use Tracking tool *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to use Assessments tool *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to use Assignment Dropbox tool *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to use SCORM tool *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to view Grade Book audit history *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to use Settings *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to create, edit, and delete Grading Forms *	<input type="radio"/> true / <input checked="" type="radio"/> false

\*Required fields

5. Set the items to **True** for which you would like your TA's to have access.

6. Click **Save Values**

The Teaching Assistant Settings are now changed for this RamCT section.

## **II. Questions/Support:**

Contact your RamCT College Coordinator

[http://www.help.ramct.colostate.edu/ramctsupport\\_faculty.aspx](http://www.help.ramct.colostate.edu/ramctsupport_faculty.aspx)

Visit the RamCT Help website:

<http://help.ramct.colstate.edu>

Email support at:

<mailto:ramctsupport@colostate.edu>