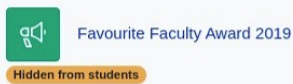


# Enrolling Users as TA in a Course

**1** Navigate to <https://lms.iitmandi.ac.in/>

**2** Click the "Search Courses" field.



Search courses

Course categories



**3** Search for the course to which the TA will be added.

## 4 Click on the course

Call us : 01905267000 E-mail : it\_helpdesk@iitmandi.ac.in

### [Test Course](#)

Category: Feb-June 2020

### testcourse

Teacher: Gopal sharma  
Category: Feb-June 2019

### TT - Testing Course Archive-Aug-Dec2015

Teacher: Ashok Thakur  
Category: Aug - Dec 2015

### TT - Testing Course Feb-Jun2016

Category: Feb-June 2016

## 5 Click "Participants"

Call us : 01905267000 E-mail : it\_helpdesk@iitmandi.ac.in



Home Dashboard My cc

### Test Course

Course

Settings

Participants

Grades

Reports

More ▾

› General

▾ Topic 1

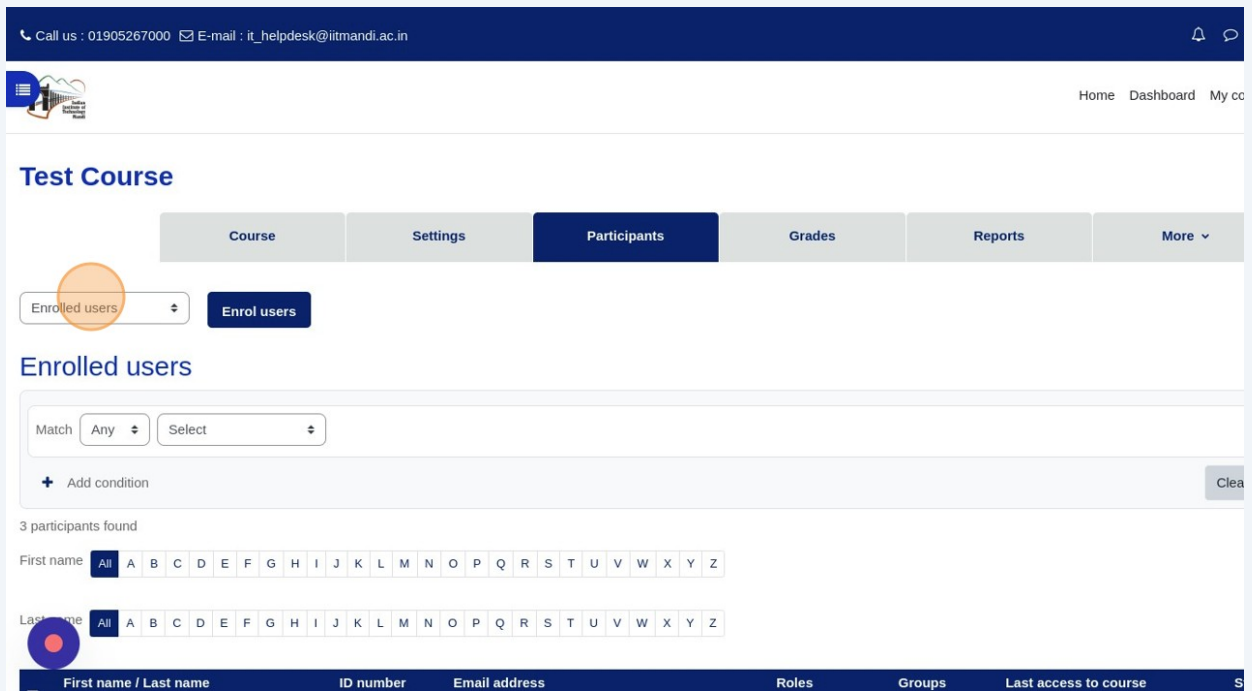
▾ Topic 2

▾ Topic 3

▾ Topic 4

▾ Topic 5

## 6 Click this dropdown.



Call us : 01905267000 E-mail : it\_helpdesk@iitmandi.ac.in

Home Dashboard My cc

### Test Course

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ Enrol users

#### Enrolled users

Match Any ▾ Select ▾

+ Add condition Clear

3 participants found

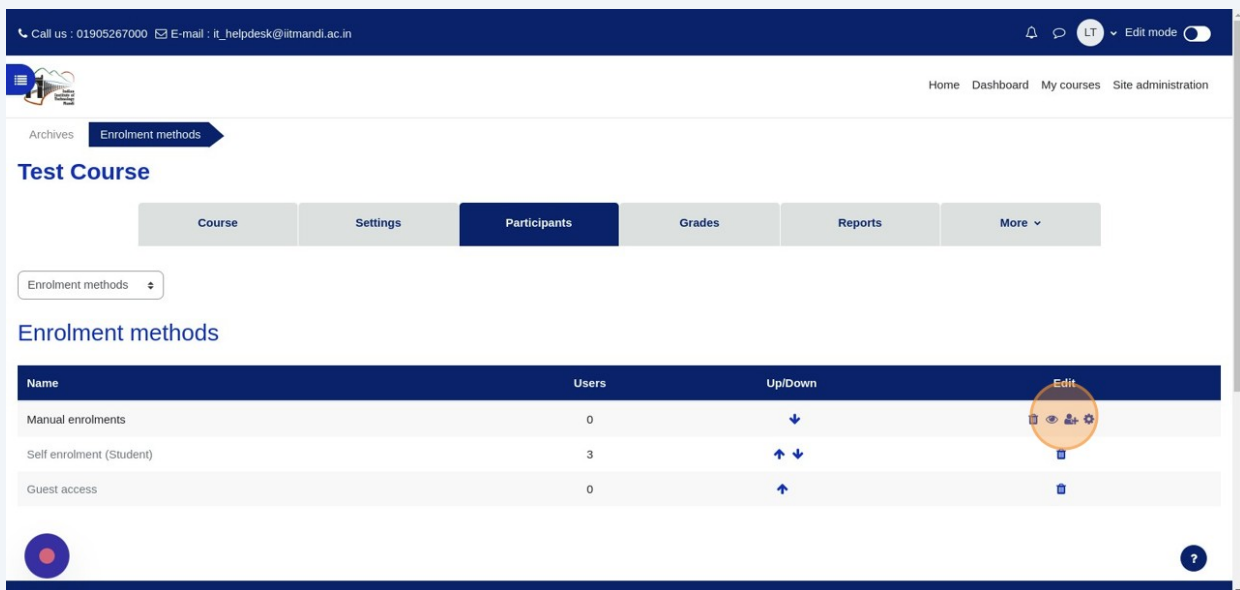
First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	ID number	Email address	Roles	Groups	Last access to course
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## 7 Choose "Enrollment Methods"

## 8 Edit in Manual enrollments



Call us : 01905267000 E-mail : it\_helpdesk@iitmandi.ac.in

Home Dashboard My courses Site administration




Archives **Enrolment methods**

### Test Course

Course Settings **Participants** Grades Reports More ▾

Enrolment methods ▾

#### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	0	↓	
Self enrolment (Student)	3	↑ ↓	
Guest access	0	↑	

## 9 Click the "Search" field and search for the user to be added as TA.

Call us : 01905267000 E-mail : it\_helpdesk@iitmandi.ac.in

None

Too many users (6644) to show  
Please use the search

← Add

Assign role  
Student

Enrolment duration  
Unlimited

Starting from  
Today (21/02/24)

Remove ►

Search | Clear

Search options

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

Search | Clear

## 10 Choose the user

-mail : it\_helpdesk@iitmandi.ac.in

Matching not enrolled users (5)

- test test (, )
- Test User (, aggarwalpalvi12@gmail.com)
- Test User (, test\_user@iitmandi.ac.in)
- test faculty . (, test\_faculty@iitmandi.ac.in)
- test student . (, gopalsharma5870@gmail.com)

Previously selected users not matching 'Test'

← Add

Assign role  
Student

Enrolment duration  
Unlimited

Starting from  
Today (21/02/24)

Remove ►

Search Test Clear

if they no longer match the search  
re search, select them automatically  
where in the displayed fields

## 11 Choose "Teaching Assistant" from this dropdown.

E-mail : it\_helpdesk@iitmandi.ac.in

LT Edit mode

Matching not enrolled users (5)

- test test (.)
- Test User (, aggarwalpalvi12@gmail.com)
- Test User (, test\_user@iitmandi.ac.in)
- test faculty (, test\_faculty@iitmandi.ac.in)
- test student (, gopalsharma5870@gmail.com)

Previously selected users not matching 'Test'

← Add

Assign role

Student

Enrolment duration

Unlimited

Starting from

Today (21/02/24)

Remove ▶

Search Test Clear

Clear

?, even if they no longer match the search  
atches the search, select them automatically  
xt anywhere in the displayed fields

?

## 12 Click the "Add" button.

E-mail : it\_helpdesk@iitmandi.ac.in

LT Edit mode

Matching not enrolled users (5)

- test test (.)
- Test User (, aggarwalpalvi12@gmail.com)
- Test User (, test\_user@iitmandi.ac.in)
- test faculty (, test\_faculty@iitmandi.ac.in)
- test student (, gopalsharma5870@gmail.com)

Previously selected users not matching 'Test'

← Add

Assign role

Teaching Assistant

Enrolment duration

Unlimited

Starting from

Today (21/02/24)

Remove ▶

Search Test Clear

Clear

?, even if they no longer match the search  
atches the search, select them automatically  
xt anywhere in the displayed fields

?

# 13 User must list in enrolled users

## Test Course

- Course
- Settings
- Participants**
- Grades
- Reports
- More ▾

### Manage manual enrolments

Enrolled users

Enrolled users (1)

- test test (.)

Not enrolled users

Matching not enrolled users (4)

- Test User (, aggarwalpalvi12@gmail.com)
- Test User (, test\_user@iitmandi.ac.in)
- test faculty (, test\_faculty@iitmandi.ac.in)
- test student (, gopalsharma5870@gmail.com)

← Add

Assign role

Teaching Assistant ▾

Enrolment duration

Unlimited ▾

Starting from

Today (21/02/24) ▾