

How to Add TAs to Gradesheets

1. Go to “Configure Users” on the left of the screen and enter your current username and password.
2. Enter the TA’s username in the box. This should be the same as the Mathnet ID. For example if I (jow@math.umd.edu) were your TA it would be “jow”. Press “Edit/Add”.
3. Make sure that “ta” is clicked in the upper-left and “grader” and “professor” are unclicked.
4. Fill in a default password on the right.
5. Fill in the email address and full name in the boxes below.
6. Make sure that the sections for that TA are highlighted in the section box in the lower left. Multiple sections can be added by holding down the Ctrl key while you click.
7. Press “Set Values”