Moodle: Assigning a Teaching Assistant to a Course

When an instructor requests a Moodle course, the instructor can indicate if the course has a teaching assistant by entering the teaching assistant’s name in the appropriate field. The instructor also has the ability to add a teaching assistant to the course at a later date. This guide demonstrates how to assign the “Teaching Assistant” role to any user in Moodle.

1. In the Settings block, click the arrow next to Users and select Enrolled users.
2. On the Enrolled Users page, click the Enrol users button.
3. From the Assign roles drop-down menu, select Teaching Assistant.
4. Search for the teaching assistant’s name and then click the Enrol button to the right of the name.
5. When you have finished adding teaching assistants to the course, click the Finish enrolling users button at the bottom of the pop-up window.
6. The teaching assistant will appear in the list of enrolled users.