



## How to Assign TAs and Non-Teaching Instructors

### Learning Objective

By the end of this training, Department administrators will be able to assign TAs and non-teaching instructors in Workday.

### Overview

Once the HR hiring process is completed, Teaching Assignment Specialists need to designate Instructor Eligibility based on their course subject(s). Then, Department admin can then assign the Instructor Roles to the course sections by editing course section definition on Workday.

Instructor Roles that can be assigned in Workday are:

- Instructor Coordinating
- Instructor Grading
- TA Student Contact L1\*
- TA Student Contact L2\*
- TA Marking
- TA Assisting

**\* Only assign TA Student Contact Level 1 or TA Student Contact Level 2 – assigning both roles to a single TA can cause issues with access and integration.**

**IMPORTANT:** Instructor Teaching **MUST** be assigned in Scientia to prevent any negative downstream impacts.

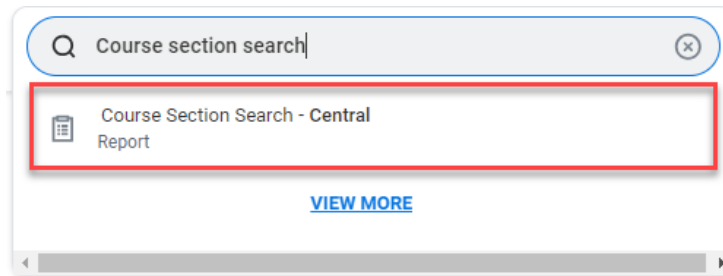
### Task Instructions

1. Find the course section using “**Course Section Search – Central**” or “**Find Course Section Definitions – Central**” report
2. Use the “**Related Action**” to edit the course section definition
3. Scroll down to find the “**Instructor Roles**” section
4. Assign the TA and non-teaching Instructor roles as needed.

### Detailed Instructions

#### Step 1: Find the course section

- a. On the Workday home screen, find the course section using **Course Section Search – Central** or **Find Course Section Definitions – Central** report.



b. Use the report filter to find the specific course sections

(a) **Academic Period** (*Required*) is a multiselect field. Enter keywords to find the Academic Period. Ensure the academic period includes the appropriate campus.

- For example, 2024-25 Winter Term 1 (UBCO)

**NOTE:** There are 3 Standard Academic Periods in Workday Student: Winter Term 1, Winter Term 2, and Summer Session. No course sections are attached to the **Winter Session**.



(b) By **Academic Unit** (*Optional*) – Enter keywords to find course sections offered by the specific Faculty, Department, or unit.

(c) By **Course Subject** (optional) – Enter keywords to find all course sections that fall under a specific course subject. Ensure that the campus is included in the course subject.

- For example, Biology (Okanagan) will show all BIOL courses offered at UBC Okanagan Campus.
- **NOTE:** You may see course subjects without any campus code. These course subjects represent courses that existed prior to 2005 and are historical artifacts that cannot be hidden. In 2005, the UBC Okanagan campus was established. Thus, any course subject active after 2005 will always include Vancouver or Okanagan in brackets to delineate between the two campus.

(d) By **Course Number** (*Optional*) – Enter course subject abbreviated code to find course sections. Make sure to select the ones with **\_O**. This is a multiselect field.

- For example, BIOL\_O 112

2.1 [OPTIONAL] Name the filter. Save it for future use.

2.2 Select “**OK**” to generate results

## Step 2: Edit the course section definition

- a. On the report screen, hover over the text in the “**Section**” column to display the related actions button.



Course Section Search - Central

Academic Period 2023-24 Winter Term 1 (UBC-V) Student Registration Greater than or Equal 0
Special Topic Course (only) No Course Section Overlap No

229 Items

Table with columns: Section Listings, Course Subjects, Section Listings, Section Listings, Academic Level, Academic Unit, Section, Section Status, Section Title, Academic Period. Row 1: AMNE\_V 151-1L, AMNE\_V, 151, 1L, Undergraduate, Department of Ancient Mediterranean and Near Eastern Studies, AMNE\_V 151-1L - Greek and Roman Mythology, Preliminary, Greek and Roman Mythology, 2023-24 Winter Term 1 (UBC-V)

b. Click "Related Action" button, hover over "Course Section Definition", click "Edit"

Screenshot of the 'Course Section Definition' modal window. The 'Course Section Definition' tab is highlighted in red. The 'Edit' option is also highlighted in red. The modal shows details for 'AMNE\_V 151 - Greek and Roman Mythology' including End Date (2023-12-07), Academic Level (Undergraduate), Course Definition (AMNE\_V 151 - Greek and Roman Mythology), and Instructional Format (Lecture).

c. The Edit Course Section tab shows up

Step 3: Assign instructor roles

a. Scroll down to the "Instructor Roles" section



Instructor Roles 0 items		
<input type="checkbox"/>	Role	Instructor
No Data		

b. Click + to add a new instructor role

Instructor Roles 0 items		
<input type="checkbox"/>	Role	Instructor
No Data		

c. Select the role to add

Published Ins  
Instructional F  
Total Contact  
Delivery Mode  
Instructor Role

- All
- DNU Teaching Assistant (Course)
- Instructor Coordinating
- Instructor Grading
- Instructor Teaching
- Student Academic Advisor (Course)
- TA Assisting
- TA Marking
- TA Student Contact L1
- TA Student Contact L2

Search

**NOTE:** Teaching Assignments completed in Scientia will be converted in Workday as both the Instructor Teaching and Instructor Grading Roles. Instructor grading can be added or removed in Workday, but Instructor Teaching **MUST ONLY** be edited in Scientia.

**NOTE:** Refer to [Canvas Resources](#) for specific role assignments.

**Note:** If you need to assign one instructor with two roles, add a row for each role.



d. Select the Instructor or TA to add

The screenshot shows a course setup form with the following fields:

- Learning Outcomes: (empty)
- Bookstore URL: [Empty text box]
- Published Instructor Roles: [Empty dropdown menu]
- Instructional Format: \* X Lecture [Dropdown menu]
- Total Contact Hours for Course Section: 0
- Delivery Mode: \* X In Person Learning [Dropdown menu]
- Instructor Roles: 1 item

The 'Instructor Roles' section contains a table with a '+' icon and a 'Role' header. Below the header is a search dropdown menu, which is highlighted with a red border. The dropdown menu is currently open, showing a search bar and a list of names with checkboxes next to them. A mouse cursor is visible over the search bar.

e. Click OK or Save at the bottom of the page



**Note:** If you cannot find the name of the instructor or TA in the drop-down, you might need to confirm their academic appointment or instructor eligibility.



f. Roles with multiple instructors

If you have multiple instructors or TAs in the same role, add them all to the same row. In the example below, there are 7 TAs with 3 different roles (TA Student Contact L2, TA Marking, TA Assisting) and 1 instructor with 2 different roles (Instructor Grading, Instructor Teaching).

Role	Instructors
TA Student Contact L2	A A A C F N N <a href="#">Less (2)</a>
TA Marking	A A A C F N N <a href="#">Less (2)</a>
TA Assisting	A A A C F N N <a href="#">Less (2)</a>
Instructor Grading	C
Instructor Teaching	C

**Step 4: Double-check the teaching assignment**

- a. On the Workday home screen, access **“Course Sections with Teaching Assignments – Central”** using the search bar or Scheduling Dashboard
- b. Run the report to confirm the TAs/non-teaching instructors you just assigned