



Enrolling Additional Designers, Teaching Assistants, and Auditors to a Section

When a section is created in RamCT, the faculty/instructor associated with that section in the ARIES registration system is automatically enrolled as a Section Designer and as a Section Instructor. The Section Instructor role has the ability to enroll/add other Section Designers, Teaching Assistants, and RamCT Auditors (aka guest students or students who are finishing incompletes). The Section Instructor can enroll individuals in these “roles” using CSU eID’s.

Note: You cannot enroll anyone as a student in your RamCT section. Students must register for a course through CSU’s registration system. Once enrolled, the student will automatically be enrolled into the corresponding RamCT section.

- I. [Roles that you can assign a person to in RamCT](#)
- II. [Enrolling Designers, Teaching Assistants and RamCT Auditors](#)
- III. [Unenrolling Designers, Teaching Assistants and RamCT Auditors](#)
- IV. [RamCT Support](#)

I. Roles that you can assign a person to in RamCT

Teaching Assistant – has limited access to the Teach tab. TA’s can help grade a RamCT section. (See our “How To” section on <http://help.ramct.colostate.edu> to learn how to expand the abilities of Teaching Assistants in a RamCT section).

Auditor (RamCT) – allows a person to have the same access as a student to a RamCT section. You should only use the auditor role for allowing someone to finish an Incomplete or to audit your section. DO NOT use to enroll someone as a true student in your section.

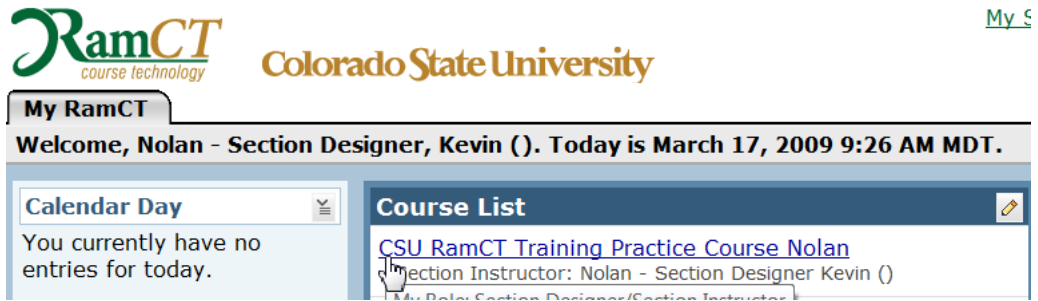
Section Designer – provides access to the Build tab. A designer can manage all content in a RamCT section including adding files, creating assessments and assignments etc.

Note: It is common to add a Teaching Assistant as both a TA and a Section Designer. This allows the TA to help create the section content and to help grade the section. If you choose this option, remember to enroll the person into BOTH roles (Teaching Assistant and Section Designer) at the same time.

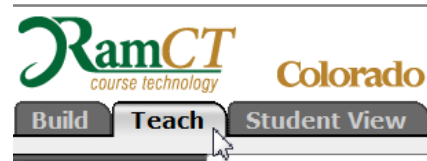
II. Enrolling Designers, Teaching Assistants and RamCT Auditors

1. *Login to RamCT* (<http://ramct.colostate.edu>) using your CSU eID and password.

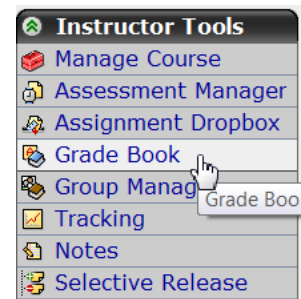
2. Select your **RamCT section** under the Course List



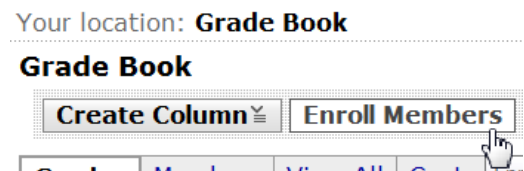
3. Click on the **Teach** tab



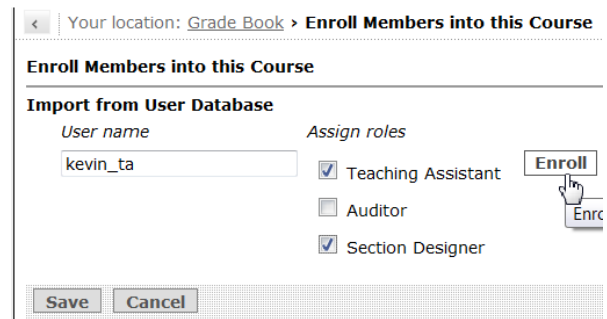
4. In the left hand column, under Instructor Tools, click on **Grade Book**



5. In the top of the Grade Book window click on **Enroll Members**.



6. Type in the person's **CSU eID** (e.g. jsmith).
7. Place a *check* next to the **role(s)** you would like this person to have in your RamCT section.
8. Click **Enroll**



9. RamCT *verifies* that the person has access to RamCT.

Enroll Members into this Course

Import from User Database

User name:

Assign roles:

Teaching Assistant

Auditor

Section Designer

Members Enrolled

Last Name	First Name	User name	Roles
<input type="checkbox"/> ta	kevin	kevin_ta	Teaching Assistant, Section Designer
<input type="button" value="Remove"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

10. Click **Save** to enroll this person into your RamCT section.

11. Click **OK** to confirm the enrollment.

Enrollment Confirmation

The following members were enrolled:

ta, ta kevin ta (ta) (Teaching Assistant , Section Designer)

You should now be able to see this person in your RamCT Grade Book

<input type="checkbox"/>	ta	kevin	kevin_ta	Teaching Assistant, Section Designer
--------------------------	----	-------	----------	--------------------------------------

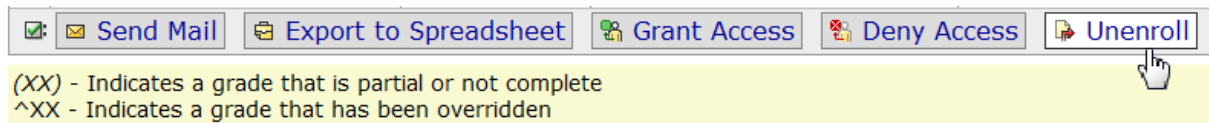
III. Unenrolling TA's, Section Designers and Auditors from Your RamCT Section:

You can unenroll someone with the above roles from your RamCT section.

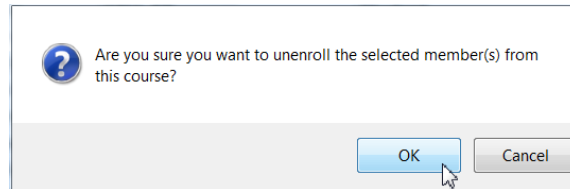
1. In the **Grade Book**, place a *check* next to the **person's name** you wish to unenroll.

<input checked="" type="checkbox"/>	ta	kevin	kevin_ta	Teaching Assistant, Section Designer
<input type="checkbox"/>	Tuttle, CSU	Tatum, CSU	TT	Student

2. At the bottom of the Grade Book page *click* on **Unenroll**



3. *Click* **OK**



That person is now removed from your RamCT section.

IV. Questions/Support:

Contact your RamCT College Coordinator

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>