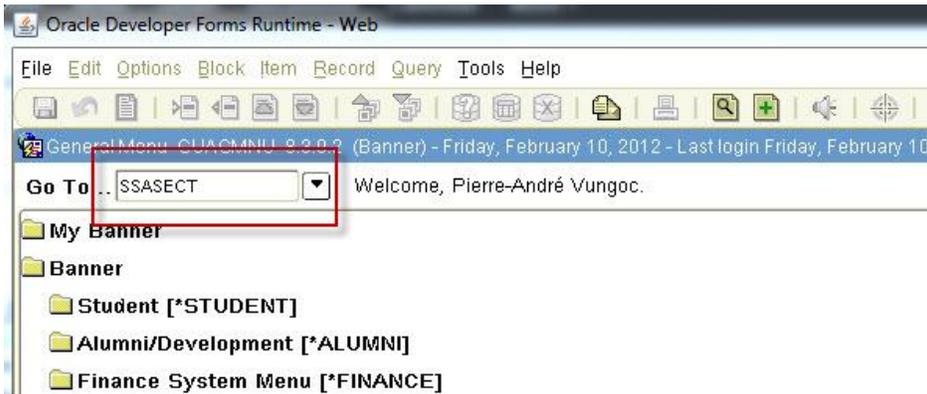


Adding Teaching Assistants (TAs) for Mercury Course Evaluations

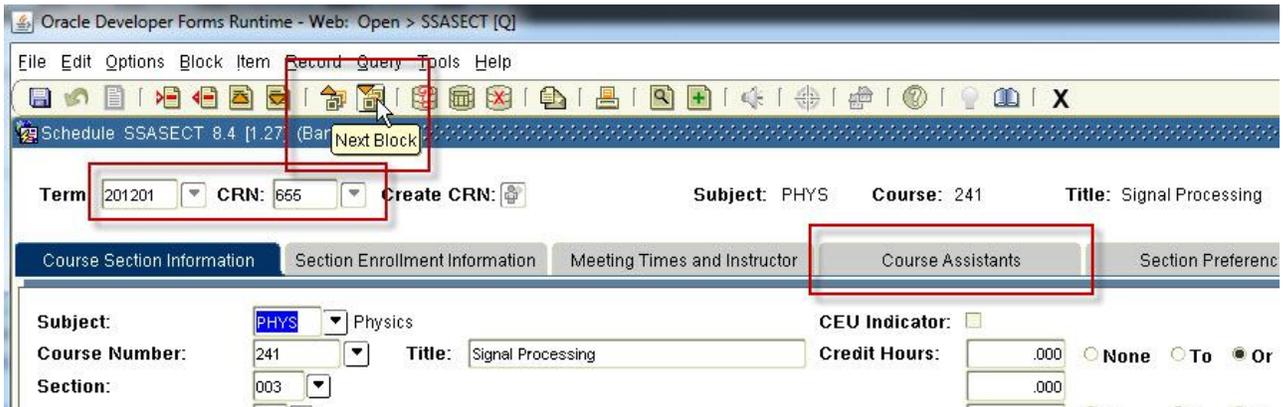
A. Method #1: Adding Teaching Assistants (TAs) in Banner

(Method #2, Adding TAs Directly in Mercury is shown further down in the document)

1. Log in **Banner INB** (<http://www.mcgill.ca/inb>) and go to the **SSASECT** form.



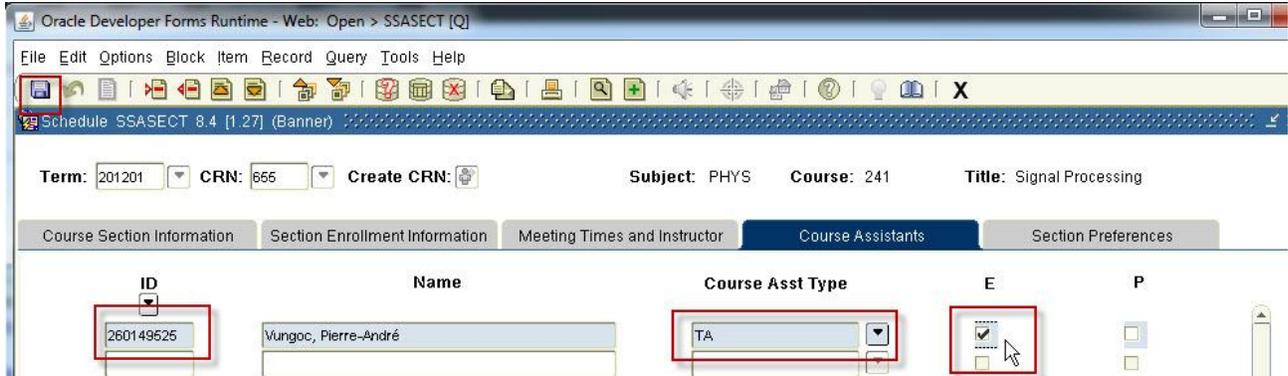
2. Under the **SSASECT** form, enter the **TERM** and the course **CRN** and then click **NEXT BLOCK**. You can then go to the **COURSE ASSISTANTS** tab.



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- Under the **COURSE ASSISTANTS** tab, enter the **McGill IDs** of the course assistants, select "TA" under the **COURSE ASST TYPE** dropdown and tick off the E column. Add other TAs if necessary. **SAVE** the changes.



B. Activate your course evaluations and verify that TAs have been added to your course

- You can now go in Mercury (<http://www.mcgill.ca/minerva>) and activate your course evaluations (your questionnaire needs to have TA questions in order for the TAs to appear on the questionnaire).
- Once they are activated, you can verify that TAs have been added to your course evaluations by looking at the TA column on the Mercury departmental list of courses. Courses with TAs will have a number of TAs greater than 0:

Mercury - Department Access

This page lists all courses in the department for the selected term. [Show/Hide Full Help](#)
 Problems with Mercury? Contact the [ICS Service Desk](#).

Select a term : Winter 2012 | Select a dept : History and Classical Studies | Select a subject code : Show All | Select a course activity : Show All | Search

Term: Winter 2012 | Dept: History and Classical Studies (0107) | Main Evaluation Period : not defined for this term.
 Subject Codes: All | Course Activities: All | [Check All](#) | [Uncheck All](#)

Subject / Course Num / CRN / Schd Code	Status	Instructor(s)	Questionnaire	# TA(s)	Response Rate	Start Date	End Date
<input type="checkbox"/> CLAS 206 : 10558 A		Ruggen / Poireroux		0	Enrolment = 100		
Crosslisted Course :							
<input type="checkbox"/> 1) HIST 300 - 10894 A	Activated	Fial / Roussel / Hesse	Faculty of Arts - Undergraduate courses	1	0 / 25 = 0.0%		
<input type="checkbox"/> 2) CANS 304 - 10336 A							
<input type="checkbox"/> INTD 657 : 7409 M		Fial / Roussel / Hesse / Hesse / Hesse		0	Enrolment = 6		

[Check All](#) | [Uncheck All](#)
 Number of sections : 87
 Number of evaluations : 1
 Page created in 3.8 seconds.

[Create Evaluation](#) | [Delete Evaluation](#)

[View Summary of Results](#)

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C. Method #2: Adding Teaching Assistants (TAs) directly in Mercury

1. Log in Minerva and access the departmental admin form.
2. Activate your course evaluations (your questionnaire needs to have TA questions in order for the TAs to appear on the questionnaire).
3. Once they are activated, click on a specific course evaluation that has TAs to be entered.

Mercury - Department Access

This page lists all courses in the department for the selected term. [Show/Hide Full Help](#)
 Problems with Mercury? Contact the [ICS Service Desk](#).

Select a term : Winter 2012 Select a dept : History and Classical Studies Select a subject code : Show All / CLAS - Classics / HIST - History / INTD - International Development Select a course activity : Show All / A - Lecture / U - Thesis Course / IN - Internship Search

Term: Winter 2012
 Dept: History and Classical Studies (0107) Main Evaluation Period : not defined for this term.
 Subject Codes: All
 Course Activities: All
[Check All](#) | [Uncheck All](#)

Subject / Course Num / CRN / Schd Code	Status	Instructor(s)	Questionnaire	# TA(s)	Response Rate	Start Date	End Date
Crosslisted Course :							
<input type="checkbox"/> 1) HIST 300 - 10894 A	Activated	Prof Desmond Morton	Faculty of Arts - Undergraduate courses	0	0 / 25 = 0.0%		
<input type="checkbox"/> 2) CANS 304 - 10336 A							
<input checked="" type="checkbox"/> INTD 657 : 7409 M		Prof Franque Grimard, Manuel Balan		0	Enrolment = 6		

[Check All](#) | [Uncheck All](#)
 Number of sections : 87
 Number of evaluations : 1
 Page created in 0.6 seconds.

[Create Evaluation](#) [Delete Evaluation](#)

[View Summary of Results](#)

4. On the course form, click the "Edit Evaluation" button

Course evaluation results for crosslisted courses :
 HIST 300 : Nationalisms in Canada - Lecture Section: 1 CRN: 10894
 CANS 304 : Nationalism in Canada - Lecture Section: 1 CRN: 10336
 Instructor(s) : Prof Desmond Morton

# of Questions	16
Default Questionnaire Used	Faculty of Arts - Undergraduate courses
Response Rate	0 / 25 = 0.0%
Response Data	Not yet available
Title	HIST 300 : Nationalisms in Canada - Lecture Section: 1 CRN: 10894
Start Date	Main Evaluation Dates
End Date	Main Evaluation Dates

Page created in 00.0 seconds.

[Preview Evaluation](#) [Print Evaluation](#) [Edit Evaluation](#) [Go Back](#)

- Then click on the # of questions link.

Course evaluation edit page for crosslisted courses :
 HIST 300 : Nationalisms in Canada - Lecture Section: 1 CRN: 10894
 CANS 304 : Nationalism in Canada - Lecture Section: 1 CRN: 10336
 Instructor(s) : Prof. Desmond Morton

Questions	# of Questions : 16
Title	HIST 300 : Nationalisms in Canada - Lecture Section: 1 CRN: 10894
Start Date	<input type="text"/>
End Date	<input type="text"/>

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- Then click on the question number containing the TA dropdown question.

Question #	Language	Question Text
1	English	Overall, this is an excellent course.
1	French	Dans l'ensemble, ce cours est excellent.
2	English	Overall, I learned a great deal from this course.
2	French	Dans l'ensemble, j'ai beaucoup appris de ce cours.
3	English	Prof Desmond Morton : Overall, this instructor is an excellent teacher.
3	French	Prof Desmond Morton : Dans l'ensemble, le responsable de cours est un excellent enseignant.
4	English	Prof Desmond Morton : Overall, I learned a great deal from this instructor.
4	French	Prof Desmond Morton : Dans l'ensemble, j'ai beaucoup appris de ce responsable de cours.
5	English	Prof Desmond Morton : Lecture(s) given by this instructor were effective.
5	French	Prof Desmond Morton : Les cours donnés par le responsable étaient efficaces.
6	English	Prof Desmond Morton : Considering class size, the instructor was available for individual consultation.
6	French	Prof Desmond Morton : Selon la taille de la classe, le responsable de cours était disponible pour des consultations individuelles.
7	English	Overall, this course was intellectually challenging.
7	French	Dans son ensemble, le cours représentait un défi intellectuel.
8	English	The course objectives were clearly explained.
8	French	Les objectifs du cours étaient clairement définis.
9	English	Students were invited to share their ideas and knowledge.
9	French	Les étudiants étaient invités à faire part de leurs idées et de leurs connaissances.
10	English	Tests, assignments and other required work for the course were appropriate.
10	French	Les examens, les devoirs, et les autres travaux requis pour le cours étaient appropriés.
11	English	The evaluation methods used in this course were appropriate.
11	French	Les méthodes d'évaluation utilisées reflétaient-elles les volets importants du cours.
12	English	Course materials (e.g., readings, lecture notes, exercises, audio-visual presentations etc.) were presented in an organized manner.
12	French	Le matériel du cours (par exemple, lectures, notes, exercices en classe) a contribué à l'apprentissage de la matière.
13	English	Please select a Teaching Assistant (TA) to evaluate: If none, please choose "Not Applicable" for the TA question.
13	French	Choisissez un adjoint d'enseignement parmi les choix suivants: Si vous n'avez pas un adjoint d'enseignement pour ce cours, choisissez "Not Applicable" pour le question concernant l'adjoint d'enseignement.
14	English	The TA was effective in fulfilling his/her role

7. From there, you can add TAs manually by entering their McGill IDs. Click on “Add Option” to add a TA entry.

* - indicates a required field.

Question Number*	13						
Language*	English						
Question Text*	Please select a Teaching Assistant (TA) to evaluate: If none, please choose "Not Applicable" for the TA question.						
Drop Down Option Texts*	<div style="display: flex; justify-content: space-around;">Add OptionRemove Option</div> <table border="1"><thead><tr><th>Option No.</th><th>Option Text</th><th>Option ID</th></tr></thead><tbody><tr><td><input type="checkbox"/> 1</td><td></td><td></td></tr></tbody></table> <p><small>This button will add a text field at the bottom of the list Make changes to other language evaluations <input type="checkbox"/></small></p>	Option No.	Option Text	Option ID	<input type="checkbox"/> 1		
Option No.	Option Text	Option ID					
<input type="checkbox"/> 1							

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8. Then enter “1” under “Option No.” for the first dropdown item (“2” for the second, etc.) then enter the TA McGill ID (e.g. 260111111) under “Option ID”.

* - indicates a required field.

Question Number*	13						
Language*	English						
Question Text*	Please select a Teaching Assistant (TA) to evaluate: If none, please choose "Not Applicable" for the TA question.						
Drop Down Option Texts*	<div style="display: flex; justify-content: space-around;">Add OptionRemove Option</div> <table border="1"><thead><tr><th>Option No.</th><th>Option Text</th><th>Option ID</th></tr></thead><tbody><tr><td><input type="checkbox"/> 1</td><td></td><td></td></tr></tbody></table> <p><small>Make changes to other language evaluations <input type="checkbox"/></small></p>	Option No.	Option Text	Option ID	<input type="checkbox"/> 1		
Option No.	Option Text	Option ID					
<input type="checkbox"/> 1							

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- The name of the TA should get populated automatically under "Option Text". Select "Make changes to all other evaluations" and then add other TAs if necessary. When done, click on "Save Question".

* - indicates a required field.

Question Number* 13

Language* English

Question Text* Please select a Teaching Assistant (TA) to evaluate:
If none, please choose "Not Applicable" for the TA question.

Drop Down Option Texts* Add Option Remove Option

Option No.	Option Text	Option ID
<input type="checkbox"/> 1	Mr [Name]	260

Make changes to other language evaluations

Save Question

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- Repeat these steps for other courses with TAs if necessary. **Please note that for all cross-listed courses, TAs need to be added to all sections of the course if using this method.** In this example, we need to add TAs to both HIST 300 and CANS 304. If the course is cross-listed with another department, please ask the [Mercury administrator](#) to activate the evaluation.

D. Verify that TAs have been added to your course

- Once they are activated, you can verify that TAs have been added to your course evaluations by looking at the TA column on the Mercury list of courses. Courses with TAs will have a number greater than 0:

Mercury - Department Access

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Select a term : Winter 2012 Select a dept : History and Classical Studies Select a subject code : Show All CLAS - Classics HIST - History INTD - International Development Select a course activity : Show All A - Lecture U - Thesis Course IN - Internship Search

Term: Winter 2012
Dept: History and Classical Studies (0107)
Subject Codes: All
Course Activities: All
[Check All](#) | [Uncheck All](#)

Subject / Course Num / CRN / Schd Code	Status	Instructor(s)	Questionnaire	# TA(s)	Response Rate	Start Date	End Date
<input type="checkbox"/> CLAS 206 : 10558 A		[Instructor]		0	Enrolment = 100		
Crosslisted Course :							
<input type="checkbox"/> 1) HIST 300 : 10894 A	Activated	[Instructor]	Faculty of Arts - Undergraduate courses	1	0 / 25 = 0.0%		
<input type="checkbox"/> 2) CANS 304 : 10336 A							
<input type="checkbox"/> INTD 657 : 7409 M		[Instructor]		0	Enrolment = 6		

[Check All](#) | [Uncheck All](#)

Number of sections : 87
Number of evaluations : 1
Page created in 3.8 seconds.

Create Evaluation Delete Evaluation

[View Summary of Results](#)

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