

## ORCA Instructions from Academic Innovation

The instructor of record will use the ORCA system to assign **Combined Sections** as well as **TA's and Alternate Instructors** for their course

- **Combined Section Instructions** (*per Academic Innovation's website*)
  - The instructor of record will use the ORCA system to assign Combined Sections as well as TA's and Alternate Instructors for their course
  - Combined Section Instructions (*per Academic Innovation's website*)
    - Log in to [ORCA](#). Uses CAS (Netid and Netid password)
    - On the top menu click on Courses>Request Combined Course. A list of your current semester courses will appear under "Course Request"
    - Check off the sections to create the combined course then Next. Courses can be selected for the same Subject and Course Number or across Subjects if needed.
    - On the Request Confirmation page, the selected sections will appear. The Title field at the bottom will fill in with the first course selected and can be changed to describe the newly created course.
    - Click Submit. The confirmation banner will appear at the top of the Course Request page. Please allow up to 30 minutes for the new combined course to appear in Canvas. Note\* The combined course may appear right away but may not have the course template applied. We recommend waiting a few minutes, then refreshing the course, to have it appear.
    - To view your Combined Courses, click on Courses then Combined Courses to view.
    - Combined Sections Instructions for Multiple Instructors or Cross-Listed Courses (*per Academic Innovation's website*)
    - Contact the [Office for Academic Innovation Service Desk](#). Confirmation from all instructors will be needed or confirmation from the department to complete the combination. Please attach confirmation with course sections, their approval, and from their TAMU email address.
    - List all course sections (Subject, Course Number, Section Number) needed to be combined along with the Title needed

- **Assign Roles Instructions** (*per Academic Innovation's website*)
  - Those who can assign roles for a course are the Instructor of Record, The Department Liason, or the Department Scheduler
  - Roles will require completion of required training through TrainTraq. These trainings are [FERPA](#) and [Information Security Awareness](#). Users who have not completed these trainings will be listed as "Training Required" when adding through ORCA. Upon their completion of these trainings, they will be added to the sections in their respective roles.
    - After logging in to ORCA, click on Courses then Enrollments: <https://orca.tamu.edu/Canvas/Enrollments>
    - A list of additional members already added to your sections will appear on this page
    - If the user you are trying to add does not appear in this list, click "Add Enrollment"
    - Enter the user's UIN and then click the tab key to move to the next box, the user's information should then fill in. Choose which section they need to be added to and the Role. Click Add to submit.
    - The user's Status will appear on the Enrollments list page:
      - **Training Required:** The user has not completed one or both of the required TrainTraq trainings.
      - **Pending:** The user has completed the required training and will be added to the section(s) during the next process of enrollments. The user should appear within 30-60 minutes in the Canvas section(s).
      - **Ready:** The user will now appear in the Canvas section.
    - If after 24 hours the user's status is Ready and they do not appear in your People list in Canvas, please contact the AI Service Desk with the section, user's UIN, and the date/time you added them through ORCA

For assistance with ORCA, please call Academic Innovation (979-458-3417) or email them at [aihelp@tamu.edu](mailto:aihelp@tamu.edu)