

ORCA Instructions

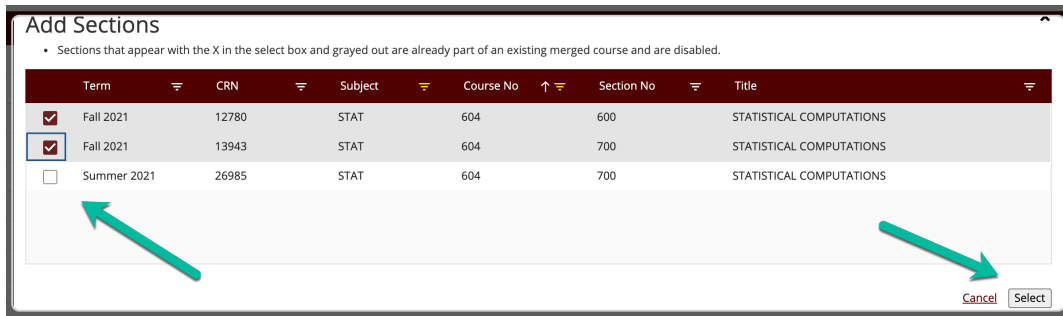
Merging Sections

<https://orca.tamu.edu/> Login box is at top right of page, use CAS login (same as howdy portal)

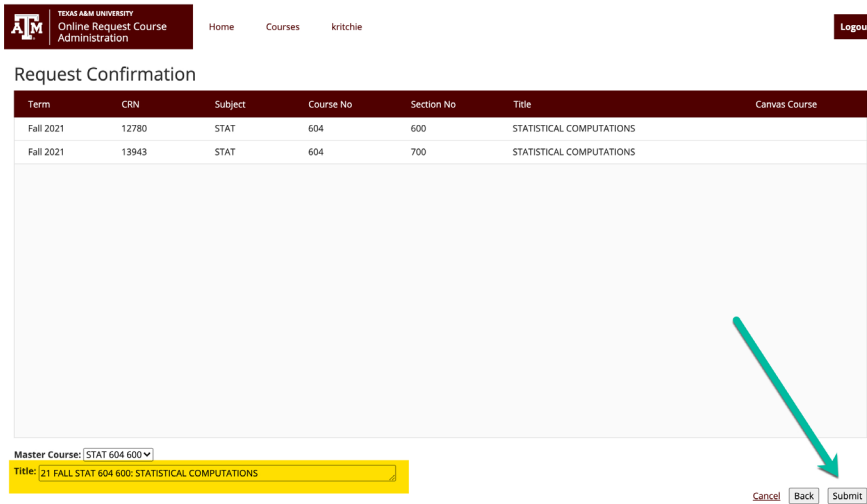
Click Courses->Request Combined Course



Select the sections from your list you want to combine by clicking the checkbox next to them, then choose "Select"



The Confirmation page will appear, you can click inside the bottom left box to change the name of the section, by default it will only show the first section number. You may want to add the others to avoid student confusion.



Below is the completed screen, showing you it is done. It may take 30 minutes or so to show up in Canvas

The screenshot shows the Canvas interface for 'Online Request Course Administration'. The 'Courses' section is active, displaying a 'Request Combined Course' button. Below this, a message states: 'Below are the merged courses that have been created in Canvas.' A table lists the merged courses for the term 'Fall 2021 - 1 course'. The table has columns for CRN, Sub..., Course No, Section No, Title, Instructors, and Canvas Section. The courses listed are '21 FALL STAT 604 600 700: STATISTICAL COMPUTATIONS (STAT.604.202131.CC1) - 2 sections', with two rows of data: one for CRN 12780 and Section No 600, and another for CRN 13943 and Section No 700. Both rows list 'STATISTICAL COMPUTATIONS' as the title and '421007367' as the instructor ID.

CRN	Sub...	Course No	Section No	Title	Instructors	Canvas Section
Term: Fall 2021 - 1 course						
Type: Combination - 1 course						
21 FALL STAT 604 600 700: STATISTICAL COMPUTATIONS (STAT.604.202131.CC1) - 2 sections						
12780	STAT	604	600	STATISTICAL COMPUTATIONS	421007367	12780.202131
13943	STAT	604	700	STATISTICAL COMPUTATIONS	421007367	13943.202131

Assign roles

Click Enrollments

You may have a list of names, but if the name you want is not on the list, click "Add enrollment" at the bottom left of the table on the page.

From here, if you enter the UIN, the other areas will populate with that person's information

The screenshot shows the 'Edit Enrollment' form in Canvas. The form has a title 'Edit Enrollment' and a subtitle 'When you enter the UIN, it will auto-fill the Name and Email'. Below the subtitle, there is a note: 'Sections enrolled through Compass cannot be altered here.' The form contains four input fields: 'UIN', 'First Name', 'Last Name', and 'Email'. The 'UIN' field is highlighted in yellow. Below these fields, there is a 'Role' dropdown menu set to 'Teaching Assistant' and a 'Sections' dropdown menu set to '0 selected'. A red arrow points to the 'Search Sections' button. At the bottom right, there are 'Cancel' and 'Save' buttons.

You can now assign them their roles in the Role dropdown menu (REMEMBER: Use either Course Builder (cannot see Grades) or TA LEAD (can see grades) for someone who does not need to be on course evaluations. The Teaching Assistant role and Instructor/Teacher roles will all be evaluated at the end of the course).

Edit Enrollment

- Sections enrolled through Compass can

UIN **First Name**

Role

- ✓ Teaching Assistant
- TA Lead
- Course Designer
- Grades Submitter
- Grader

[Add Role](#)

You need to click Search Sections to choose the sections this person will have a role in.

Edit Enrollment

When you enter the UIN, it will auto-fill the Name and Email

- Sections enrolled through Compass cannot be altered here.

UIN **First Name** **Last Name** **Email**

Role **Sections**

Teaching Assistant 0 selected [Search Sections](#)

[Add Role](#)

[Cancel](#) [Save](#)

Once you have selected the sections from the menu, you can now hit save on this page:

Edit Enrollment

Sections enrolled through Compass cannot be altered here.

UIN **First Name** **Last Name** **Email**

Role **Sections**

TA Lead 2 selected [Search Sections](#)

[Add Role](#)

STAT 604 600 (x)
STAT 604 700 (x)

[Cancel](#) [Save](#)

This will show the person as Pending

Initial Status after being added

Enrollments

Enrollment(s) Saved

- Associates with status "Training Required" will not be enrolled in Canvas until the training is completed.

UIN	First Name	Last Name	Email	Enrollments	Status	Actions
				2	Pending	Edit

Enrollments

Enrollment(s) Saved

- Associates with status "Training Required" will not be enrolled in Canvas until the training is completed.

UIN	First Name	Last Name	Email	Enrollments	Status	Actions
				2	Ready	Edit

FERPA training and/or Information Security Awareness Training required

Enrollments

Enrollment(s) Saved

- Associates with status "Training Required" will not be enrolled in Canvas until the training is completed.

UIN	First Name	Last Name	Email	Enrollments	Status	Actions
				5	Training Required	Edit

All Canvas course associate roles (TA, Lead TA, Grader, Grade Submitter, and Designer) are required to take two trainings:

[FERPA Training](#) – **OR SEARCH** TrainTraq Training #11012

[Information Security Awareness Training](#) – **OR SEARCH** TrainTraq Training #3001

To prevent a significant disruption to your duties as a Canvas course associate, please follow the steps below to ensure you are in compliance with required trainings.

Search TrainTraq for the required courses

1. Log into sso.tamus.edu with NetID credentials
2. Select Traintraq
3. Select Course Catalog (top left)
4. Search for Course Number **11012** or **3001**
5. Select the course name
6. Select Start Course and proceed with the training

7. Once completed, select My Transcript from the top menu
8. Verify the FERPA and Information Security Awareness courses are presented and Completed