MANAGING ROLES

DESCRIPTION
A professor does not always need to run a course solo. Using the Manage Roles feature in D2L allows you to add Teaching Assistants and Embedded Librarians to your course. These roles have slightly different levels of access to your course content.

- Teaching Assistants can help you focus more on teaching and learning rather than grading or other administrative tasks.
- Embedded librarians give students access to quality online research assistance.

WHY
Here a few ways that managing roles can benefit you as well as your students:

- They can help manage larger numbers of enrolled students.
- They can increase the availability of help and immediacy of feedback.
- They relieve your workload.

BEST PRACTICES TO CONSIDER

- Work together with your assistant before the course begins, to give one another a sense of how the working relationship will be and establish ground rules.
- A contract or memorandum of agreement can communicate your expectations to the assistants.
- Establish the degree of freedom the assistant has in following your instructions for teaching the course.
- Review institutional policies for working with assistants with the assistant.
- Consider a feedback statement similar to the ones you give your students about your ability to respond to questions your assistant may have about the course.
- Weekly meetings with your assistant can ensure you stay on the same page.
- Whenever possible, choose an assistant that has taken the course.

MORE INFORMATION

Effective Use of Teaching Assistants Policy

- This document explains the meaning of what it means to be a teaching assistant, effective teamwork, and practical jobs for a teaching assistant.
- URL: http://www.harbour.cambs.sch.uk/policies/effective%20use%20of%20TA%20policy.pdf

The Embedded Librarian Program

- This link uses an applied example of extended educational management via online platforms. The example is exemplified through a concept presented in 2006 known as the Embedded Library Program.
- URL: http://www.educause.edu/ero/article/embedded-librarian-program
**Effective Use of Teaching Assistants**
- This link explains the importance of good communication between you the instructor and the teacher’s assistant. Through demonstrative examples the information present in this link is made to be relatable to many real-world examples of management roles in education.
- URL: http://www.vcu.edu/cte/resources/tlc/7_0_effective_use_of_TAs.htm

**Teaching Assistant’s Role In The Teaching Chain Is More Important Link Than What We May Think**
- This link describes the importance of teacher’s assistants by Professor Milivoje M. Kostic of North Illinois University. Professor Milivoje M. Kostic, a notable scholar with a Ph.D in Mechanical Engineering explains why the presence of TA’s are important, and multiple reasons why elements of the role are crucial for a successful learning environment.
- URL: http://www.kostic.niu.edu/TA-n-teaching-role.htm

**The Role of the Teaching Assistant (TA) and Assistant Instructor (AI)**
- As provided by the University of Texas, this link explains some of the specifics of the TA and Assistant instructor roles. This link identifies important concepts about the responsibilities, expectations, job descriptions, and more one might have as a TA. In addition, multiple techniques and skills are described that are proven to boost performance as a TA.
- URL: http://www.utexas.edu/ogs/employment/ta_ai.html

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