

A photograph of a Harvard University entrance at dusk. A brick wall with a central archway and a black iron gate is illuminated by warm streetlights. In the background, a prominent white steeple of a church is visible against the darkening sky. The scene is framed by large trees and other brick buildings.

# Your Pivotal Role as a TA

Department of Teaching and Learning Instructor Development Week

January 17, 2025



**HARVARD DIVISION OF CONTINUING EDUCATION**

# INTRODUCTIONS/NETWORKING

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Please put into the chat:

- Your name
- The course you're a TA for
- The course format

TA Community via Canvas

<https://canvas.harvard.edu/courses/95885>

Click on Yellowdig on left side of page



# BROAD OVERVIEW OF TA ROLES

- Provide support to the instructor as they run the course
- Academic support for students
- Help with grading
- Help manage Canvas course website
- Attend web conference classes
- Liaison between instructor and students



# SEMESTER TIMELINE



# SIGN CONTRACT

Sign contract

Notification from FEAA

Turn in contract ASAP to get:

- Harvard Key
- Access to Canvas site



# BEFORE SEMESTER BEGINS

Sign contract

Before semester begins

Meet with instructor to clarify:

Responsibilities:

- Run sections?
- Hold office hours?
- Grading?
- Attend class?

Time Commitment:

- Weekly expectations
- How often will we meet?
- Important dates or deadlines

Student interaction:

- Duties
- Scope
- Method of communication

Start on Canvas site

If directed by instructor:

- Upload files
- Create or add to modules
- Create assignments
- Send announcements



# FIRST WEEK OF CLASS

Sign  
contract

Before  
semester  
begins

First week of class

Introduce yourself to students:

- Your contact information
- What you're available for
- When you're available
- If you'll be running sections or office hours

If you will work on the Canvas site you might:

- Send announcement
- Work on modules
- Upload and publish files
- Create assignments

Attend class:

- Answer questions about logistics
- Help with breakout rooms
- Let the instructor know if someone has a question
- Share resources

After First class:

- Help grade first assignment
- Look at reflection papers and/or discussion posts
- View comments in Immersive Classroom
- Respond to emails



# WEEKLY/ONGOING



Keep an eye out for students who need help

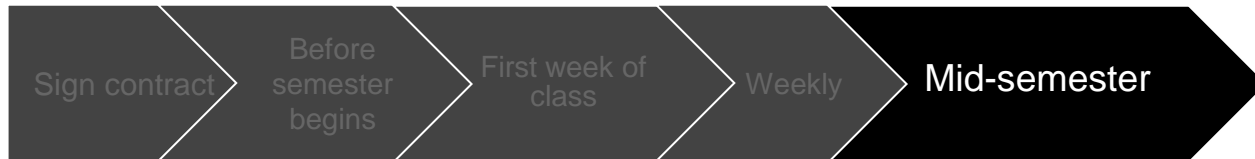
Continue:

- Responding to student questions
- Grading
- Running sections or office hours
- Working on Canvas
- Attending class





# MID-SEMESTER



## Leading up to mid-semester:

- Clarify your role in preparing for exam or project
- Remind students about deadlines
- Does instructor want to do a mid-semester check-in with students?

## At mid-semester:

- Monitor discussion boards, email, etc. while students are taking online exams
- Grade projects or exams



# END OF SEMESTER



## Leading up to the end of the semester:

- Ask if extra hours or support will be needed
- Clarify your role in preparing for exam or project
- Remind students about deadlines

## At the end of the semester:

- Monitor discussion boards, email, etc. while students are taking online exams
- Grade projects or exams
- Send final emails and announcements



# DISCUSSION AND QUESTIONS