

8. Nominations

The Nominations period starts after the **End Postings** date and ends after the **End Nominations** date.

During this period Instructors can log onto the TAShip system and view only the courses they have been assigned. All TAs that submit their profile for the active round will be listed. They will be grouped by those TAs that indicated a preference for their course and those that did not.

Instructors can rank the TAs and add any comments. The Admin staff who assign TAs to Courses will use this information.

PLEASE NOTE: This module is optional; Admin staff can assign TAs to courses without Instructor input.

PLEASE NOTE: As a Super Admin you have to ensure that a User profile was created for the Instructor and that on their profile the applicable course was added.

Example: Instructor Profile with Course selected

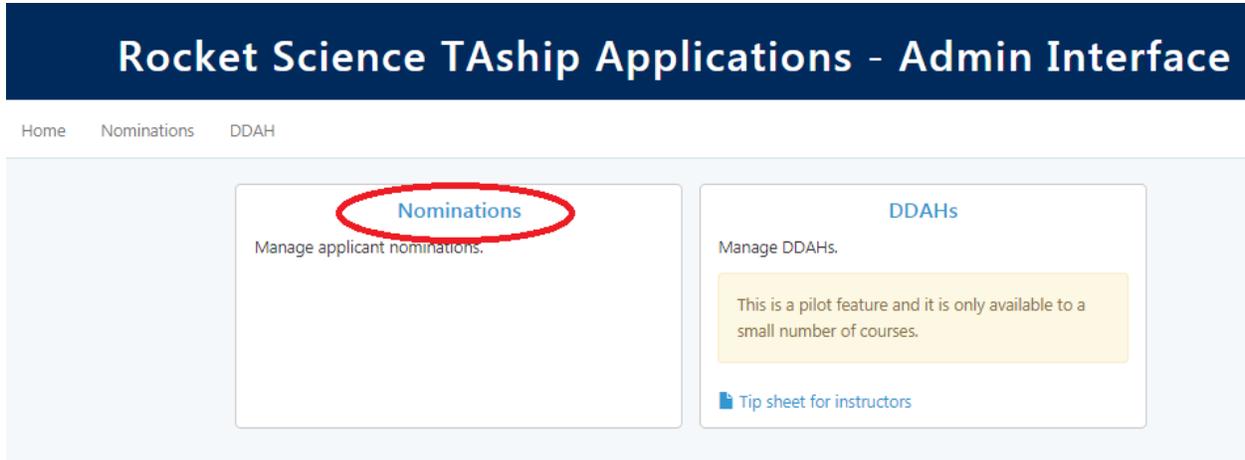
The screenshot displays a user profile form with two main sections: 'User Info' and 'Courses'. The 'User Info' section contains the following fields: UTORid (bsuavz13), First name (Stephanie), Last name (Beahan), Email (sbeahan@example.net), Campus (St. George), Role (Instructor), and Status (Active). The 'Courses' section shows a list of courses with checkboxes for selection. The course 'ROC139H1F' is selected and circled in red, while 'ROC151H1Y' and 'ROC172H1S' are not selected.

User Info	
UTORid:	bsuavz13
First name:	Stephanie
Last name:	Beahan
Email:	sbeahan@example.net
Campus:	St. George
Role:	Instructor
Status:	Active

Courses	
<input checked="" type="checkbox"/>	ROC139H1F
<input type="checkbox"/>	ROC151H1Y
<input type="checkbox"/>	ROC172H1S

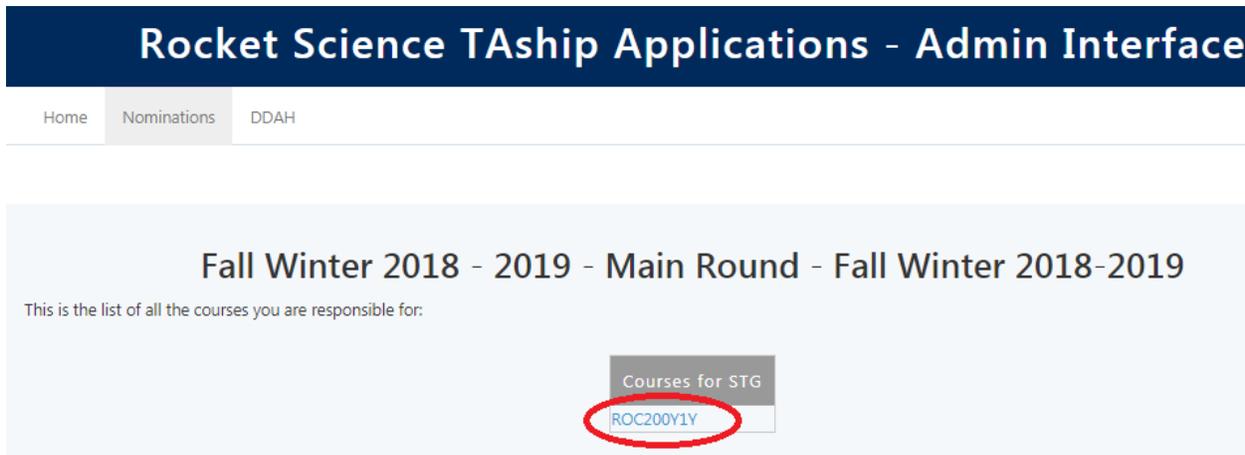
Step 1: Instructor logs onto the TAShip system with their UTOR ID. Instructors will see two options: Nominations and DDAH. Click on the [Nominations](#) menu item.

Example: Instructor home page



Step 2: All active rounds will be listed. Click on an active round to view the courses assigned to Instructor.

Example: Active nomination round displaying course assigned to Instructor.



Step 3: Click on the Course code to view two TA groups:

- All TAs that indicated a preference for the course
- All TAs that applied to the Round but did not indicate a preference for the course

Step 4: Instructors can rank students by selecting a number in the Ranking field. They can also add comments in the Nominator's comments field.

Example: Nomination screen for course where TAs are grouped into those that indicated a preference for the course and those that did not

Main Round - Fall Winter 2018-2019
ROC200Y1Y

Applicants that indicated a preference for this course.

Name	Applicant's comments	Ranking	Nominator's comments
Weissnat, Dennis	eget libero. Urna class fringilla. ...	<input type="text"/>	<input type="text"/>
Lueilwitz, Priscilla	Eget libero. Urna class fringilla. ...	<input type="text"/>	<input type="text"/>
Medeiros, Diana	ipsum. Pellentesque lectus cubili...	<input type="text"/>	<input type="text"/>

Applicants that did not indicate a preference for this course.

Name	Applicant's comments	Ranking	Nominator's comments
Kreiger, Mafalda		<input type="text"/>	<input type="text"/>
Walter, Annalise	curabitur praesent. Sed fusce eli...	<input type="text"/>	<input type="text"/>

PLEASE NOTE: The Instructor does not have to rank all students. Most Instructors only rank their first and second choices.

PLEASE NOTE: The Instructor can rank a student that did not indicate a preference for their course.

Step 5: When the Instructor is complete they should click on the [Save](#) button.

PLEASE NOTE: The Instructor can change their nominations until the End Nominations deadline date.

Example: Completed Nominations screen

The screenshot shows the 'Rocket Science TShip Applications - Admin Interface' with a navigation bar containing 'Home', 'Nominations', and 'DDAH'. A user profile 'bsuavz13' is visible in the top right. Below the navigation bar is a 'View archives' link. A light blue notification box at the top states 'Saved nominations.' with a close button. The main content area is titled 'Main Round - Fall Winter 2018-2019' and 'ROC200Y1Y'. Below the title, it says 'Applicants that indicated a preference for this course.' and displays a table with three rows of nomination data.

Name	Applicant's comments	Ranking	Nominator's comments
Kreiger, Mafalda	Nunc convallis lacus sem, eu co...	3	Aliquam ornare ut lacus vitae dictum.
Weissnat, Dennis	eget libero. Urna class fringilla. ...	2	Cras ullamcorper dui eget metus viverra, nec lobortis magna tincidunt. Integer imperdiet neque nunc, eget pellentesque mi porta et.
Lueilwitz, Priscilla	Eget libero. Urna class fringilla. ...	1	Donec ex lectus, tincidunt in porttitor sed, elementum faucibus dui. Nulla semper consectetur lectus, ac consequat lacus vulputate id.

PLEASE NOTE: As a Super Admin you will see all courses listed on the Nominations page and can make changes on behalf of the Instructor

Example: SuperAdmin view of Nominations screen where all Courses for that round are displayed.

The screenshot shows the 'Rocket Science TShip Applications - Admin Interface' with a navigation bar containing 'Home', 'Sessions', 'Courses', 'Users', 'Nominations', 'Applicants', 'Entitlements', 'DDAH', 'Offers', and 'Reports'. A user profile 'lycnme72' is visible in the top right. Below the navigation bar is a 'View archives' link. The main content area is titled 'Fall Winter 2018 - 2019 - Main Round - Fall Winter 2018-2019' and contains the text 'This is the list of all courses active for this round.' Below this text is a box titled 'Courses for STG' containing a list of course codes: ROC139H1F, ROC172H1S, ROC200Y1Y, and ROC201Y1Y.