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

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

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

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

This will show the person as Pending
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