**نموذج طلب إضافة طالب مساعد TA**

**Course Builder request form**

By submitting this request, I as an Instructor for this course, will give the assistant student (mentioned below) the permission to build the course and upload the course files on the Blackboard (Learning Management System) in line with the university’s support of this action by engaging the student in the learning process.

This authorization only includes uploading and dealing with files, lectures, homework, and announcement on Blackboard. However, the assistant student will not be allowed to handle the exams or access to the students’ grades

**\* you must protect the test with a password after uploading test on the course**

**Requested by: faculty member details**

|  |  |  |  |
| --- | --- | --- | --- |
|  | File Number: |  | Name: |
|  | Job Title: |  | College: |
|  | Mobile Number: |  | E-mail: |

**Assistant student details**

|  |  |
| --- | --- |
|  | Student Name: |
| **@student.ksu.edu.sa** | E-mail: |
|  | College: |

**Courses details**

|  |  |
| --- | --- |
| Section Number | Course Name |
|  |  |
|  |  |
|  |  |
|  |  |

Do not print this form please, just send it to celtit@ksu.edu.sa and put to the student’s email on CC (carbon copy).

It takes 5 working days to process.

Assistant student “**course builder”** role at KSU

|  |  |  |
| --- | --- | --- |
| **Instructor** | **Assistant student****“Course builder”** | **privilege** |
| **Yes** | **Yes** | **Post and delete announcements** |
| **Yes** | **Yes** | **Upload and delete lectures** |
| **Yes** | **Yes** | **Upload and delete homework** |
| **Yes** | No | **Upload and delete tests** |
| **Yes** | No | **Access pools (questions banks)** |
| **Yes** | **Yes\*** | **Access test after uploading it on the course** |
| **Yes** | No | **Grading** |
| **Yes** | No | **Access students grades** |

**\* you must protect the test with a password after uploading test on the course.**