How to add TAs to your class

Please note: Only the Instructor of Record in Banner can add TAs to a class. If the TA has not used DyKnow before they will not have DyKnow accounts. Email tabletteam@vt.edu and they will create faculty and student accounts for your TA.

1. Go to the DyKnow Admin page at https://dyknow.eng.vt.edu/dyadmin40/Login.aspx
2. Enter your DyKnow user id (yourpid) and DyKnow password
3. Click on “Add User To Class”
4. Select the class that you wish to add TAs to:

5. To insert a few TAs, click on ‘individual insert’ (default) and enter your TAs’ DyKnow user ids.

6. Click on ‘Confirm Eligibility’ to continue
Please note: If the TAs have not used DyKnow before, please contact tabletteam@vt.edu to create a user account.

7. To insert a large number of TAs, click on ‘bulk insert’, and enter the names of all the TAs to be added.

8. Click on ‘Confirm Eligibility’ to continue.
9. Click on ‘add users’ to finish

10. Click “Edit User in Class”
11. Select ‘Edit’ beside the TA’s name

12. Change the User Role to “Moderator”

13. Click on “Submit” to finish

14. Click on “Back” (repeat steps 12-14 for additional TAs)