

ONLINE DDAH

TIP SHEET FOR TEACHING ASSISTANTS

1

Receive Email

2

Log onto System

3

Review DDAH

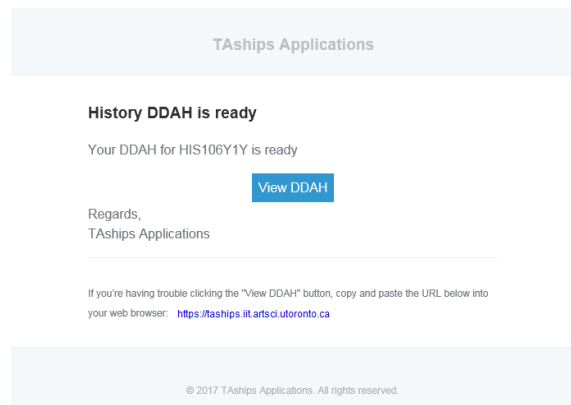
4

Acknowledge DDAH

STEP 1: RECEIVE EMAIL

Departments within the Faculty of Arts & Science are moving the DDAH process online. Instructors will now create DDAH forms online while the TAs will be able to review the completed DDAHs online.

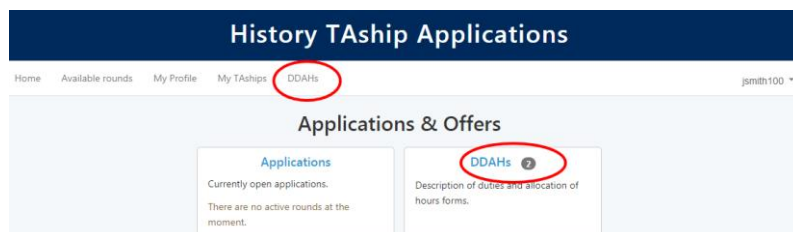
After the Instructor has completed the DDAH form the TASHip System will send you an email notifying you that your DDAH is ready for your review. Clicking on the View DDAH button will take you to the TASHip System



STEP 2: LOG ONTO SYSTEM

Log onto the system with your UTOR ID and you will see a new DDAH option on your landing page.

In the example below the TA has 2 DDAH forms in the system for this active session.



After clicking on the DDAH link, you will be taken to the DDAH page where you will see a list of DDAH forms and their status for the active Session.

You will only be able to view completed DDAH forms that have been submitted by the Instructor.

In the example below only one of the DDAHs is ready for the TA to view

DDAHs for Fall/Winter 2017-2018			
Course	Number of hours available	DDAH status	
HIS243H1F	95	Submitted by Instructor	View
HIS244H1S	95	New	

STEP 3: REVIEW DDAH

The DDAH form will display the following information:

- Course Code
- Course Name
- TA Name
- Department
- Instructor Name
- Expected Enrolment (*if entered by Dep't*)
- Tutorial Category (*if entered by Dep't*)
- Hours in Position and Total Hours
- DDAH Task Names and Hours (*grouped by category*)
- DDAH Task Descriptions (*underneath Task Name*)
- DDAH Version and Status

HIS243H1F – Early Modern Europe, 1450-1648

Tasks for Tim Jones

Expected enrolment: 150 **Department:** History
Hours in position: 129 **Instructor(s):** Bill Swan

Tutorial category: Discussion-based

Task	Number of hours			Total
	Hours per week	Number of weeks		
Training				
Discussion-based Tutorial				2
	Training Subtotal			2
Contact Time	Number of groups	Hours per week	Number of weeks	Total
Office hours		2	12	24
Conducting tutorials (group size: 20)	3	2	12	72
	Contact Time Subtotal			96
Marking/Grading	Number of items	Number of pages	Minutes per item or page	Total
Paper	92	8	2.5	31
	Marking/Grading Subtotal			31
Total				129

Version 1

Status	Date
Submitted by Instructor	2017-12-06 16:49:36

Please acknowledge receipt of the DDAH. If you have any questions or concerns, please contact your instructor directly.

[Acknowledge](#)

DDAH TASKS CAN BE BROKEN DOWN AS FOLLOWS:

WEEKLY TASKS

Where applicable *weekly tasks* will be broken down into Hours per Week and Number of Weeks

Preparation	Hours per week	Number of weeks	Total
Announcing special seminars/workshops	2	10	20

MARKING TASKS

Where applicable *marking tasks* will be broken down into either:

Number of Items X Number of Pages X Minutes per Page

Marking/Grading	Number of items	Number of pages	Minutes per item or page	Total
Assignments	100	10	2.5	42

Number of Items X Minutes per Item

Marking/Grading	Number of items	Number of pages	Minutes per item or page	Total
End-of-term tests	100		3	5

GROUP TASKS

Where applicable *group tasks* will be broken down into Number of Groups X Hours per Week X Number of Weeks. The Group size will be included in the task description.

Contact Time	Number of groups	Hours per week	Number of weeks	Total
Conducting laboratories Group size: 20	2	2	12	48

STEP 4: ACKNOWLEDGE DDAH

After you have reviewed your online DDAH you should click on the Acknowledge button.

PLEASE NOTE: If you have any issues or questions you should contact your Instructor directly.

Please acknowledge receipt of the DDAH. If you have any questions or concerns, please contact your instructor directly.

Acknowledge

After you have Acknowledged your DDAH the Department will approve the DDAH.

You can continue to track the status of your DDAH within the system.

DDAHs for Fall/Winter 2017-2018

Course	Number of hours available	DDAH status
HIS243H1F	129	Approved by department

[View](#)

From within the DDAH form at the bottom of the screen you can track all status changes:

Version 1

Status	Date
Approved by department	2017-12-07 13:25:17
Acknowledged by TA	2017-12-06 17:31:12
Submitted by Instructor	2017-12-05 18:55:56

If your Instructor makes any changes to the completed DDAH a new version will be created and you will be able to review and acknowledge the new version.

Version 2

Status	Date
Submitted by Instructor	2017-12-08 15:05:19

Please acknowledge receipt of the DDAH. If you have any questions or concerns, please contact your instructor directly.

Acknowledge