IS-Academia
Teaching Assistants’ management

Guidelines for administrators

Log on to IS-Academia (https://isa.epfl.ch)

Click on admin’s Portal
For the courses which are not available in the study plans, you are allowed to use either “Autre contribution à l’enseignement” or “Promotion des études”

To find one of those course, type either “Autre” or “Promotion” in the Searching courses field

Expand the filters tab and select only Period 2014-2015, be careful not to tick either “Require assistants” or “Require tutors”.
How to assign a PhD student to my course

Drag and drop the PhD students you wish to assign to the course.