

## **IS-Academia**

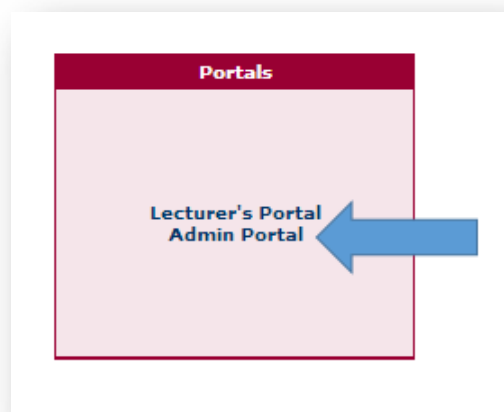
### **Teaching Assistants' management**

#### Guidelines for administrators

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



Click on admin's Portal



**DOMAINE DE LA FORMATION**  
**ORGANISATION ET GESTION INFORMATIQUE**  
**DE LA FORMATION**

EPFL / AA / AA-DAF / OGIF  
 Bâtiment BP  
 Station 16  
 CH - 1015 Lausanne

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 Internet : [is-academia.epfl.ch](http://is-academia.epfl.ch)



**IS-ACADEMIA**  
 OUTIL DE GESTION ACADEMIQUE

Master project management (section) | **Teaching assistants** | Course booklets | Evaluation des étudiant par resp. stage | Listes Extractions

Groups list | Create/Edit a group

Participants list  
 Excel export | Mail to all | Refresh

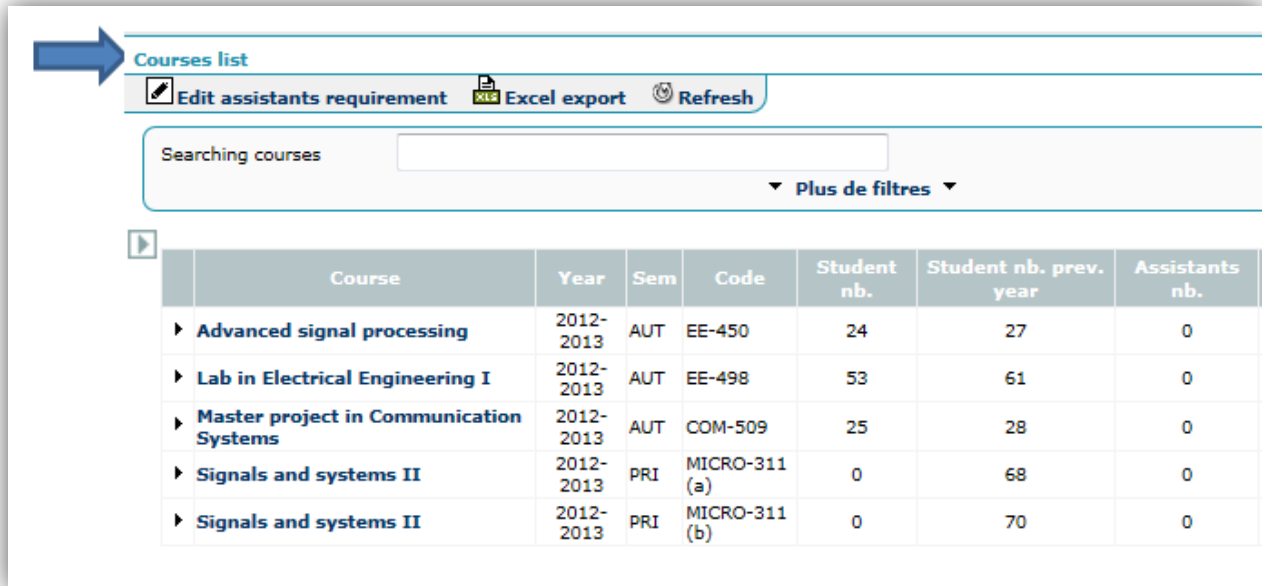
Assistant search: Last name, first name, program, section, prefer

0/0	Status	Gps	PhD's remark	Comment	Current commitments	Glob workl
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**Group Participants list**  
 Excel export | Mail To All | Refresh

Assistant search:   
 Spoken language:    
 Plus de filtres v

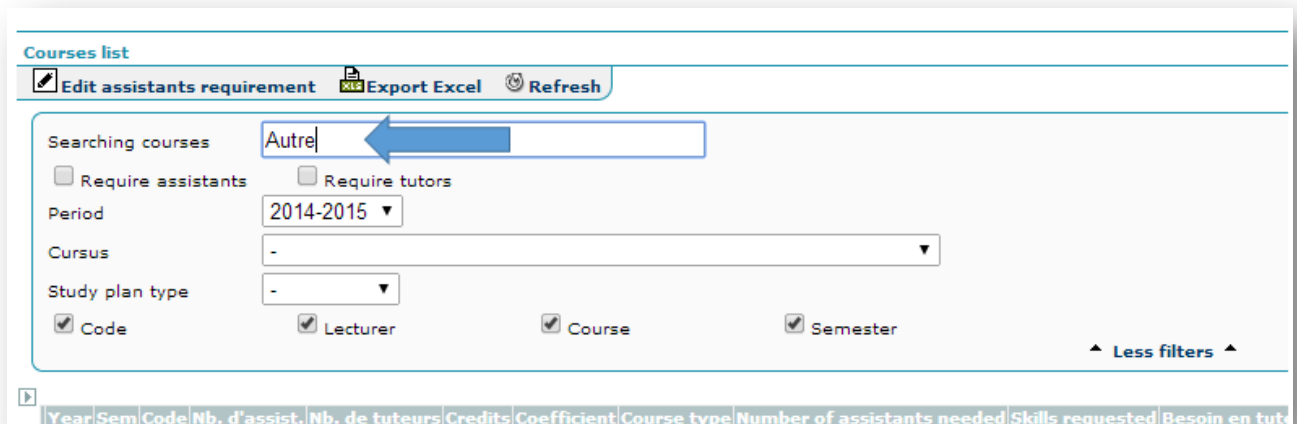
5/5	Participants	Status	Availabilities	Global workload	Current commitments	Past commitments	Future commitments
▶ 1	Benzi Kirell Mael			0			
▶ 2	D'Angelo Emmanuel			0			
▶ 3	Guicquéro William			0			
▶ 4	Hosseini Kamal Mahdad			0			
▶ 5	Puy Gilles			0			



Course	Year	Sem	Code	Student nb.	Student nb. prev. year	Assistants nb.
▶ <b>Advanced signal processing</b>	2012-2013	AUT	EE-450	24	27	0
▶ <b>Lab in Electrical Engineering I</b>	2012-2013	AUT	EE-498	53	61	0
▶ <b>Master project in Communication Systems</b>	2012-2013	AUT	COM-509	25	28	0
▶ <b>Signals and systems II</b>	2012-2013	PRI	MICRO-311 (a)	0	68	0
▶ <b>Signals and systems II</b>	2012-2013	PRI	MICRO-311 (b)	0	70	0

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



Require assistants     Require tutors  
 Period: 2014-2015  
 Cursus: -  
 Study plan type: -  
 Code     Lecturer     Course     Semester

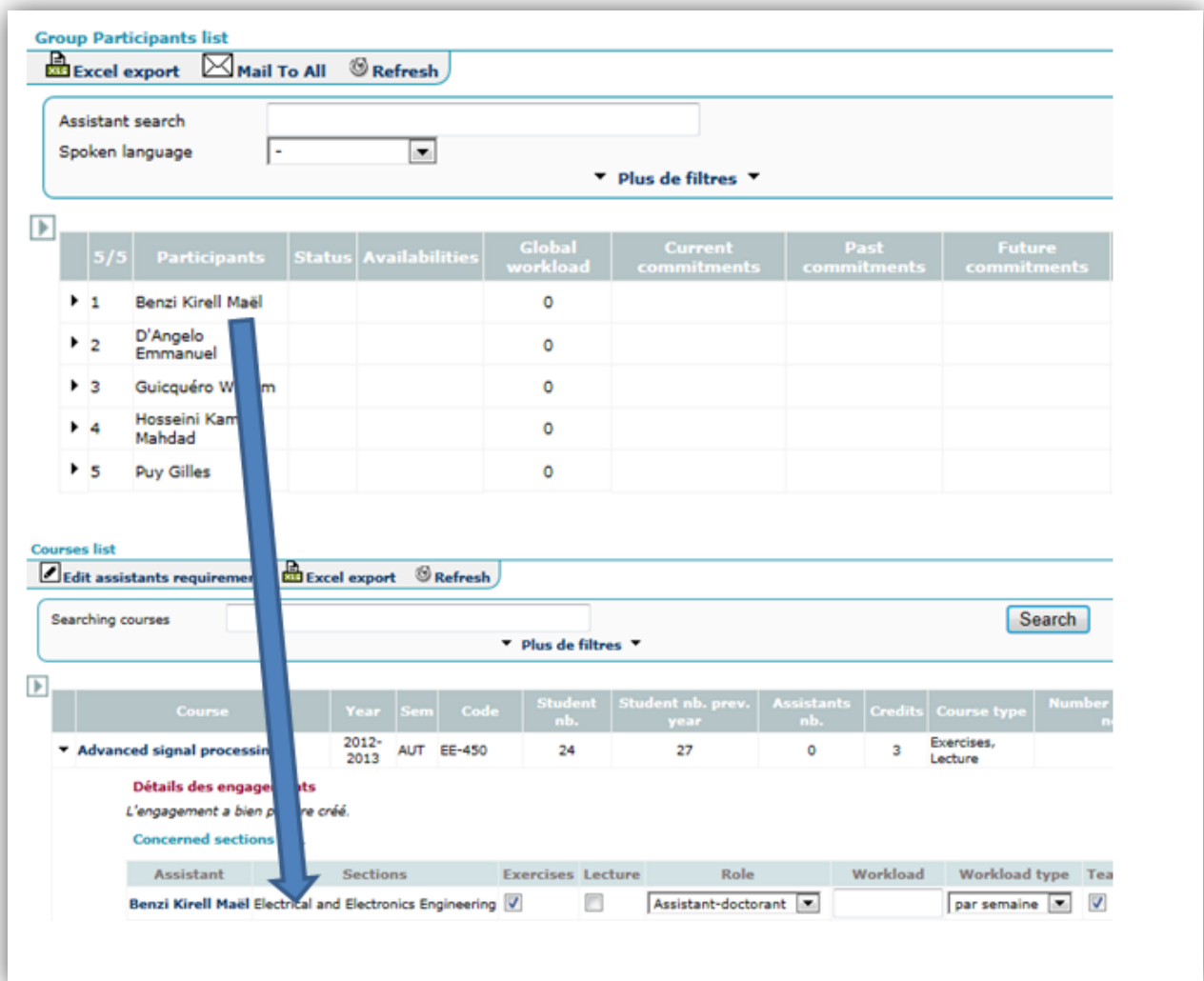
▲ Less filters ▲

Year	Sem	Code	Nb. d'assist.	Nb. de tuteurs	Credits	Coefficient	Course type	Number of assistants needed	Skills requested	Besoin en tut.
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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



**Group Participants list**

Excel export Mail To All Refresh

Assistant search  
 Spoken language - Plus de filtres

5/5	Participants	Status	Availabilities	Global workload	Current commitments	Past commitments	Future commitments
1	Benzi Kirell Maël			0			
2	D'Angelo Emmanuel			0			
3	Guicquéro William			0			
4	Hosseini Kam Mahdad			0			
5	Puy Gilles			0			

**Courses list**

Edit assistants requirements Excel export Refresh

Searching courses Search Plus de filtres

Course	Year	Sem	Code	Student nb.	Student nb. prev. year	Assistants nb.	Credits	Course type	Number
Advanced signal processing	2012-2013	AUT	EE-450	24	27	0	3	Exercices, Lecture	

Détails des engagements  
 L'engagement a bien pu être créé.

Concerned sections

Assistant	Sections	Exercices	Lecture	Role	Workload	Workload type	Tea
Benzi Kirell Maël	Electrical and Electronics Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assistant-doctorant		par semaine	<input checked="" type="checkbox"/>