IS-Academia
Teaching Assistants’ management

Guidelines for lecturers

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

Click on Lecturer’s Portal
My assistants: List of PhD students already assigned for my course
My courses: List of my current courses
My next courses: List of courses for the next semester
My doctoral program: List of all PhD students enrolled in my doctoral program(s)
My PhDs: List of PhD students under supervision
My section: List of PhD students enrolled in my section(s)
List of all your PhD students

![PhD Students List](image1.jpg)

List of all your courses.

PRI: spring semester courses
AUT: autumn semester courses

![Courses List](image2.jpg)
If you already know which PhD students you wish to have as assistants, you can directly assign them.

**NB:** If you assign a PhD from another laboratory; please make sure that you made all the necessary arrangements with the PhD and his/her Thesis Director.

**How to assign a PhD student to my course**

Drag and drop the PhD students you wish to assign to the course.
If you need to hire assistants, enter your requirements. The section will then be able to make the appropriate assignment.

In the courses list, click on “Edit assistants requirements”

For each course you must enter:

1. Specify the number of assistants you require (Number of assistants needed)
2. Specify your preferences in terms of skills, languages, domain, etc. (Skills required)