<u>Online Teaching Assistant Workload Form in FRIS</u>

Please keep the following in mind when determining your TA/Marker workload(s):

➢ Any **administration work** that the TA/Marker will be required to do (i.e., dealing with student emails; coordinating TA/Marker meetings; reporting to you, etc.);

➢ The **preparation time** required to complete the main duties (i.e., reviewing materials; attending trainings; receiving instructions., etc.);

➢ The **actual start and end dates** of the work to be completed under contract (i.e., post-exam contact, etc.); and,

➢ If any **evaluation/marking** is required, the breakdown of expected hours per assignment.

We refer you to the following article of the TRAC-TA Collective Agreement:

16.08   The Employee is primarily responsible for ensuring that the assigned duties and responsibilities of the assistantship are completed within the time allocated. However, the parties want to highlight the importance of good communication between the Employee and their supervisor during the whole contract and that this responsibility is mutually shared. As appropriate to the contract, meetings between the Employee and the supervisor shall be held regularly to assess the number of hours worked in relation to the tasks completed and the quality of work.

- **Log-in to FRIS:**

Log in to the Faculty Resource Information System (FRIS): https://fris.concordia.ca using your MyConcordia Netname and password.

Note that:

- o   Google Chrome and Safari browsers work best with FRIS.
- o   Please see "How to Fix IE Browser Compatibility" steps at the end of this document to adjust FRIS compatibility with the Internet Explorer (IE) browser; if needed.
- o   FRIS is not compatible with the Firefox browser.

- **After you log-in to FRIS:**

  ### 1) Access the workload form page:

  Go to: **Courses – TRAC (TA Workload form)**

2) **View the recommended workload forms:**

     i.   Go to "View TA Workload Form"

     ii.   Uncheck the "Pending" status

Input TA Workload Form	View TA Workload Form
Academic Year: 2018 - 2019	**Session:** F-F/W-W
Faculty	**Department**
Course Name/Number:	**Course Title:**
Student Name:	**Position Title:**
Status: ☑Pending ☐Recommended ☐Supervisor Acknowledged ☐TA Accepted ☐TA Declined ☐Chair Acknowledged (Finalized) ☐Cancelled	

Search

     iii.   Check the "Recommended" status

Input TA Workload Form	View TA Workload Form
Academic Year: 2018 - 2019	**Session:** Winter
Faculty All Faculties	**Department** All Departments
Course Name/Number:	**Course Title:**
Student Name:	**Position Title:**
Status: ☐Pending ☑Recommended ☐Supervisor Acknowledged ☐TA Accepted ☐TA Declined ☐Chair Acknowledged (Finalized) ☐Cancelled	

Search

     iv.   Click on "Search", you will see the recommended workload forms that were prepared for any course you are assigned to teach.

			Course	TA Applicant	Title	Position Title	Last Status
📋 ✕		☐	BCEE 345 /4- L LA	Bagchi,Saikat	STRUCTURAL DESIGN II	Teaching Assistant	Recommended
📋 ✕		☐	BCEE 345 /4- L LB	Alrawashdeh,Hatem	STRUCTURAL DESIGN II	Teaching Assistant	Recommended
📋 ✕		☐	BLDG 366 /4- VI-X	Zarei,Farideh	ACOUSTICS AND LIGHTING	Teaching Assistant	Recommended
📋 ✕		☐	BLDG 366 /4- VJ-X	Zarei,Farideh	ACOUSTICS AND LIGHTING	Teaching Assistant	Recommended

3) **Sign the workload forms:**

    i.   Go to "View TA Workload Form"

    ii.   The forms must be recommended in the system.

    iii.   The "Recommended" status must be checked – no other status should be checked at the same time.

    iv.   Click on "Search", the two sign buttons appear as shown below:

> ➢ To sign ALL workload forms that are still at the "Recommended" stage: click on "Professor Batch Sign All TA Workload Forms"
>
> ➢ To sign a selected number of workload forms that are still at the "Recommended" stage: select the workload forms that need to be signed and click on "Professor Batch Sign Selected TA Workload Forms"

> ➢ When you click the "Batch Sign…" buttons, the workload form will appear. You may then review and sign it by clicking on the "Sign" button at the bottom of the document.
>
> ➢ Should the workload form fail to appear, your browser is likely blocking pop-ups from FRIS. You will need to enable your browser to open pop-ups in order to complete and sign the workload form.

> **NOTE:** when the workload form is signed by the professor/supervisor, the system sends an email to:
>
> ➢ The Academic Unit Heads: notifying them that the workload forms are ready for their signatures – Academic Unit Heads view the form in FRIS.

> **NOTE:** when the workload form is signed by the Academic Unit Heads, the system sends an email to:
>
> ➢ The students: notifying them that the workload forms are ready for their signatures – students view the form on their students' portals.

4) Cancel a "Recommended" workload form:

      i.   Go to Courses – TRAC (TA Workload form)

      ii.   Uncheck the "Pending" status and check the "Recommended" status

     iii.   Click on "Search" – you will get a list of all the recommended workload forms

     iv.   Click on the red x to delete the workload form

5) Once the workload form is signed by the students and the academic unit heads, an email is sent to the departments' FRIS users* to notify them to issue the contracts in the system.

*FRIS users: staff members that work on the TA modules in FRIS.

6) Cancelling a signed workload form: please send an email to your Dean's office to request the cancellation of a signed workload form. A reason for cancellation is also required.
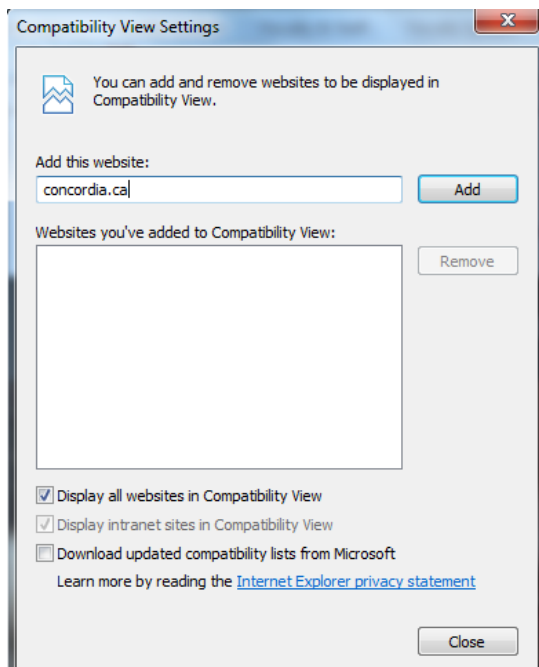
Please ensure to notify the concerned students about this cancellation.

How to Fix IE Browser Compatibility

1. Open an IE web page.
2. On the top bar, go to "Tools" and click on "Compatibility View Settings".
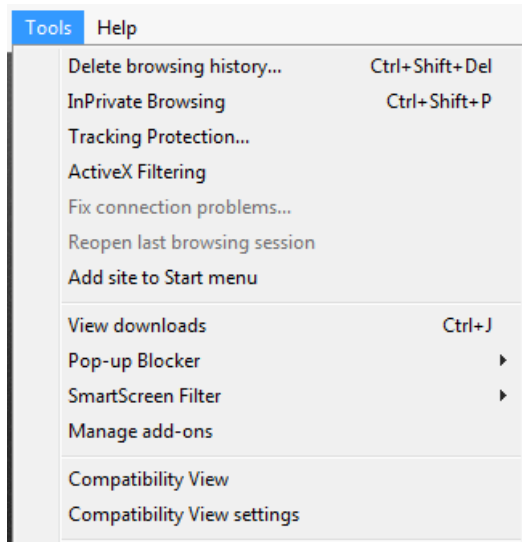
3. Enter "Concordia.ca" in the "Add this website" white box, click on "Add" then "Close".

4. The problem will be resolved and you may log in to FRIS again and access the courses.