INSTRUCTIONS FOR ADDING TEACHING ASSISTANTS TO SAGE FOR ONLINE COURSE EVALUATIONS

1. Log in to Sage at https://sage.brandeis.edu

2. If your screen looks like the image below, click on Enter Teaching Assistants under the Course Evaluation heading.

   Then continue to step 5.

3. If your screen looks like the image below, click the Menu tab and go to step 4.

   Deadlines to add TAs:
   - Fall 19 Mod I: 10/8/19
   - Fall 19 Mod II & Full Semester: 11/26/19
   - Spring 20 Mod I: 2/24/20
   - Spring 20 Mod II & Full Semester: 4/15/20
4. From the screen below, click on “Brandeis Main Menu” in the left navigation bar then “Online Evaluations” then “Setup” then “Enter Teaching Assistants”
5. Fill in appropriate fields and click **Search**. Regarding “appropriate fields,” typically you should only need to fill in Term and Subject Area to arrive at a list of courses. (See below for guidance on which fields to fill in and how.)

**Teaching Assistants**
Enter any information you have and click Search. Leave fields blank for a list of all values.

![Search interface with fields for Term, Session, Academic Institution, Subject Area, Catalog Nbr, Class Section, Course ID, Description, Class Nbr, Name, and Case Sensitive option.]

Format to enter **Term**: 1 + Last Two Digits of the Year + Term. Example:
- Fall 2017 = 1173
- Spring 2018 = 1181
- Summer 2018 = 1182

In order to narrow down the search by specifying a department, click the magnifying glass in the row that asks for **Subject Area**. On the screen that appears, click **Look Up** and choose the appropriate department from the list.

**Look Up Subject Area**

![Look Up interface with fields for Academic Institution, Subject Area, Description, and Academic Organization.]

[Basic Search] [Save Search Criteria] [Basic Lookup]
6. Once you have found the correct class, click on its title in order to select it. **Please note:** if you have entered more than one TA against any given class, you will need to select “View All” in order to see at the TA entries for that class.

Make sure the box under **Evaluated** is checked.

If you wish to check whether your TA entries have “taken,” from the **Setup** menu, select “Verify TA Course Evals.” **Please note:** the system refreshes the tables automatically a few times a day so, depending on when you entered your TAs, you may have to wait up to 24 hours to verify your entries.

7. If you have any questions, please contact the Course Evaluation office by sending an email to: evaluate@brandeis.edu