ONLINE DDAH
TIP SHEET FOR TEACHING ASSISTANTS

STEP 1: RECEIVE EMAIL

Departments within the Faculty of Arts & Science are moving the DDAH process online. Instructors will now create DDAH forms online while the TAs will be able to review the completed DDAHs online.

After the Instructor has completed the DDAH form the TASHip System will send you an email notifying you that your DDAH is ready for your review. Clicking on the View DDAH button will take you to the TASHip System.

STEP 2: LOG ONTO SYSTEM

Log onto the system with your UTOR ID and you will see a new DDAH option on your landing page.

In the example below the TA has 2 DDAH forms in the system for this active session.

After clicking on the DDAH link, you will be taken to the DDAH page where you will see a list of DDAH forms and their status for the active Session.
You will only be able to view completed DDAH forms that have been submitted by the Instructor.

*In the example below only one of the DDAHs is ready for the TA to view*

**STEP 3: REVIEW DDAH**

The DDAH form will display the following information:

- Course Code
- Course Name
- TA Name
- Department
- Instructor Name
- Expected Enrolment *(if entered by Dep’t)*
- Tutorial Category *(if entered by Dep’t)*
- Hours in Position and Total Hours
- DDAH Task Names and Hours *(grouped by category)*
- DDAH Task Descriptions *(underneath Task Name)*
- DDAH Version and Status
- Expected Enrolment *(if entered by Dep’t)*
DDAH TASKS CAN BE BROKEN DOWN AS follows:

**WEEKLY TASKS**
Where applicable *weekly tasks* will be broken down into Hours per Week and Number of Weeks

<table>
<thead>
<tr>
<th>Preparation</th>
<th>Hours per week</th>
<th>Number of weeks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcing special seminars/workshops</td>
<td>2</td>
<td>10</td>
<td>20</td>
</tr>
</tbody>
</table>

**MARKING TASKS**
Where applicable *marking tasks* will be broken down into either:

1. Number of Items X Number of Pages X Minutes per Page
2. Number of Items X Minutes per Item

**MARKING/GRADING**

<table>
<thead>
<tr>
<th>Marking/Grading</th>
<th>Number of items</th>
<th>Number of pages</th>
<th>Minutes per item or page</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>100</td>
<td>10</td>
<td>2.5</td>
<td>42</td>
</tr>
</tbody>
</table>

**GROUP TASKS**
Where applicable *group tasks* will be broken down into Number of Groups X Hours per Week X Number of Weeks. The Group size will be included in the task description.

<table>
<thead>
<tr>
<th>Contact Time</th>
<th>Number of groups</th>
<th>Hours per week</th>
<th>Number of weeks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducting laboratories Group size: 20</td>
<td>2</td>
<td>2</td>
<td>12</td>
<td>48</td>
</tr>
</tbody>
</table>
STEP 4: ACKNOWLEDGE DDAH

After you have reviewed your online DDAH you should click on the Acknowledge button.

PLEASE NOTE: If you have any issues or questions you should contact your Instructor directly.

After you have Acknowledged your DDAH the Department will approve the DDAH.
You can continue to track the status of your DDAH within the system.

From within the DDAH form at the bottom of the screen you can track all status changes:

If your Instructor makes any changes to the completed DDAH a new version will be created and you will be able to review and acknowledge the new version.