

Adding an Instructor

1. Navigate to the Meeting Times and Instructor tab by clicking the on the tab.

You MUST have a meeting type before adding an instructor. It can be a CLAS or an ARR meeting type. If you do not have a meeting type with start and end date populated, please see *"Adding a Meeting Type"*.

Schedule SSASECT 9.3.10 (PROD)

Term: 201920 CRN: 32516 Subject: KIN Course: 499 Title: Special Problems

ADD RETRIEVE RELATED TOOLS

Start Over

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/16/2019	☒	☐	☐	☐	☒	☐	☐	0800	1150	01

Record 1 of 1

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					☐	☐	

Record 1 of 1

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Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	ARR	01/14/2019	05/16/2019	☐	☐	☐	☐	☐	☐	☐			01

Record 1 of 1

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					☐	☐	

Record 1 of 1

2. Navigate to the instructor section either ALT PG-DOWN or using the next section buttons.

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility
01				0.000

Record 1 of 1

Next Section Button

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility
01				0.000

Record 1 of 1

3. Session Indicator should always be 01. Don't change this information. Either use your mouse to click in the ID field or hit Tab.

Schedule SSASECT 9.3 10 (PROD)

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Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
ARR		01/14/2019	05/16/2019	☐	☐	☐	☐	☐	☐	☐			01

Record 1 of 1

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					☐	☐	

Record 1 of 1

4. Type in the M# of the instructor.
5. Percent of Responsibility should equal 100% between all instructors.
6. Tab or click in the Percent of Session, if you wish to change that field.
7. Primary Indicator can only be checked for one instructor.
- Whichever instructor has the primary indicator checked, only that instructor can give overrides as instructor of the course.
 - All instructors listed on a section have access to the faculty grade dashboard and the class dashboard for blackboard.
8. Override Indicator is used only when there is an instructor conflict and you want to override it.
- This would occur if you assign an instructor to two or more sections that are meeting at the same day/time.
9. Save. (F10 or SAVE button, bottom right of screen)