



JOB AID

Schedule of Classes: Add Instructor

10/22/2021





Schedule of Classes: Add Instructor

Add Instructor to a Class

Navigation: NavBar > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Admin Home Maintain Schedule of Classes New Window | Help

Maintain Schedule of Classes

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

Find an Existing Value

Search Criteria

*Academic Institution: = MSU55

*Term: = 2218

*Subject Area: = mth

Catalog Nbr: begins with 132

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter the following **Search Criteria** for the class you would like to edit:
 - **Academic Institution:** MSU55
 - **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.



Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
2262 Spring 2026	SS26
2258 Fall 2025	FS25
2255 Summer 2025	US25
2252 Spring 2025	SS25
2248 Fall 2024	FS24
2245 Summer 2024	US24
2242 Spring 2024	SS24
2238 Fall 2023	FS23
2235 Summer 2023	US23
2232 Spring 2023	SS23
2228 Fall 2022	FS22
2225 Summer 2022	US22
2222 Spring 2022	SS22
2218 Fall 2021	FS21
2215 Summer 2021	US21
2212 Spring 2021	SS21

- **Subject Area:** Enter if known or click the look-up button and select from the list.
- **Catalog Number:** Enter the course number.

2. Click the **Search** button. Select the course from the Search Results list.

The Maintain Schedule of Classes page will open with the Basic Data tab showing. In the example below, we are adding an instructor for *Math 132, Class Section 1*.

3. Click the **Meetings** tab.

Admin Home | Maintain Schedule of Classes | New Window | Help | Personalize Page

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam

Course ID 120650 | Course Offering Nbr 1

Academic Institution Michigan State University

Term Fall Semester 2021 | Undergrad

Subject Area MTH | Mathematics

Catalog Nbr 132 | Calculus I

Auto Create Component

Class Sections | Find | View All | First | 1 of 53 | Last

*Session 1 | Regular Academic Session | Class Nbr 21048

*Class Section 001 | *Start/End Date 09/01/2021 | 12/12/2021

*Component REC | Recitation | Event ID 000899799

*Class Type Enrollment Section

*Associated Class 998 | Units 3.00 | Associated Class Attributes

*Campus MAIN | Main | Add Fee

*Location ELANSING | East Lansing

Course Administrator

*Academic Organization 10032574 | Mathematics

Academic Group CNS | College of Natural Science

*Holiday Schedule MSU | MSU Common Schedule

*Instruction Mode P | In Person

Primary Instr Section 001

Class Topic

Course Topic ID | Print Topic in Schedule



Admin Home Maintain Schedule of Classes

Basic Data Meetings Enrollment Control Reserve Cap Notes Exam

Course ID 120650 Course Offering Nbr 1

Academic Institution Michigan State University

Term Fall Semester 2021 Undergrad

Subject Area MTH Mathematics

Catalog Nbr 132 Calculus I

Class Sections Find | View All First 1 of 53 Last

Session 1 Regular Academic Session Class Nbr 21048

Class Section 001 Component Recitation Event ID 000899799

Associated Class 998 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date

WHA108 48 8:00AM 8:50AM [] [] [] [] [x] [] [] 09/01/2021 12/12/2021

WELLS HALL A108 Topic ID Free Format Topic

Print Topic On Transcript

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access
Lookup		Faculty Member	<input checked="" type="checkbox"/>	

Save Return to Search Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam

4. In the Instructors for **Meeting Pattern** section, click the **Lookup** button.
5. On the **Instructor Lookup** page, enter search criteria to locate the instructor:
 - a. ID: Enter if known
 - b. Last Name
 - c. First Name

Instructor Lookup

ID: []

Campus ID: []

Last Name: []

First Name: []

Search Clear

Select	ID	Campus ID	Name	Job Title	Org Code	Org Name	First Name
<input checked="" type="checkbox"/>	[]	[]	[]	Specialist - Advisor-Continuin	10032574	MATHEMATICS	[]

OK Cancel

1. Click **Search**.
The instructor(s) meeting the criteria will appear.
2. **Select the checkbox** for the instructor.
3. Click **OK**.

The Instructors for Meeting Pattern section will now reflect the ID and Name of the instructor.

Note: If the instructor is not found when searching, you will need to contact their department or MAU to make sure the hiring paperwork is complete with HR.



4. **Instructor Role:** Click the dropdown and select from the following:

- a. Faculty Member (Default)
- b. Graduate Assistant
- c. Undergrad Teaching Assistant
- d. Volunteer

5. **Print:** Check the box if the Instructor Name should be printed in the class schedule and be included in the post class surveys distributed through SIRS. At this time, only Instructors with a role of Faculty Member will be displayed on the class schedule.

Examples:

- A faculty member that is only serving in a supervisory capacity should be listed with a role of **Faculty Member** and **Print Flag** checked OFF. This instructor will not be listed in the class schedule and will not be included in the SIRS survey.
- A GA that is teaching a section should be listed with a role of **Graduate Assistant** and **Print Flagged** checked ON. This instructor will not be listed in the class schedule but will be included in the SIRS survey.

6. **Access:** Leave blank as this functionality is not being used.

- If you need to add multiple instructors to a course section, click the **[+] Add a Row** button and repeat Steps 4 through 11.
- If you do not currently have access to these pages in Campus Solutions, you will need the following PeopleSoft roles by submitting a generic eArm:
 - **MSU CS SR Class Sched Lmted U**
 - **MSU CS SR Course Catalog Mnt V**
 - **MSU CS SR Maintain Facility V**
 - **MSU CS Query Access SR**
 - **MSU CS Query Viewer**

Please also include your college and department in which access is needed.