JOB AID

Schedule of Classes: Add Instructor

10/22/2021
Add Instructor to a Class

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

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.
- **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.
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

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:

     o MSU CS SR Class Sched Lmtd U
     o MSU CS SR Course Catalog Mnt V
     o MSU CS SR Maintain Facility V
     o MSU CS Query Access SR
     o MSU CS Query Viewer

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