

Update Instructors in the Schedule of Classes

Each Term active classes are “rolled over” from the previous year in PeopleSoft (Fall 2014 will be rolled into Fall 2015). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

The first step is to print an **MS Review** (Master Schedule Review) report to get a clear sense of what courses and what sections have been “rolled over” from the previous year.

Then, using the MS Review report as a guide, Department Schedulers update the **Schedule of Classes** to reflect any changes for the new Term. Perhaps the instructor for a class has changed, the class is being held in a different room, or more sections of a course were added.

Navigation:

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value

Academic Institution: = [dropdown] USBNY [magnifying glass]
Term: = [dropdown] 1084 [magnifying glass]
Subject Area: = [dropdown] EGL [magnifying glass]
Catalog Nbr: begins with [dropdown] 191 [magnifying glass]
Academic Career: = [dropdown] [dropdown]
Campus: begins with [dropdown] [magnifying glass]
Description: begins with [dropdown] [magnifying glass]
Course ID: begins with [dropdown] [magnifying glass]
Course Offering Nbr: = [dropdown] [magnifying glass]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the **Term**

Enter the **Subject Area**


Enter the **Catalog Nbr**

Click **Search**

If a course was not offered in the Term that was “rolled over,” then it will not be in the new Term. This course will have to be added as a “New Course” for this Term. This is done in the **Schedule New Course** component:

Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

Update Instructors

Navigation to the section you want to update by clicking the  and  buttons.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | LMS Data

Course ID: 201035 Course Offering Nbr: 1
Academic Institution: SUNY at Stony Brook
Term: Fall 2008 Undergrad
Subject Area: EGL English
Catalog Nbr: 191 Introduction to Poetry

Auto Create Component

Class Sections Find | View All First 1 of 3 Last

*Session: A Full Fall Semester Session Class Nbr: 81640
*Class Section: 01 *Start/End Date: 09/02/2008 12/23/2008
*Component: LEC Lecture Event ID:
*Class Type: Enrollment
*Associated Class: 1
*Campus: WEST WEST Add Fee

Click the **Meetings** tab. This is where you assign the room, meeting days/times, and instructors for the class.

IMPORTANT! If this is a course that is combined with other courses, you cannot update the information here. You must go to the **Schedule Class Meetings** page (*Curriculum Management > Schedule of Classes > Schedule Class Meetings*). Note: Combined courses must be “linked” by the Registrar’s Office first.

The completion of accurate information on this page is essential for reporting Workload Analysis information to SUNY. Instructors should be assigned right away. Other information on the **Meetings** page is opened for editing after the enrollment snapshot.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | LMS Data

Course ID: 201035 Course Offering Nbr: 1
Academic Institution: SUNY at Stony Brook
Term: Fall 2008 Undergrad
Subject Area: EGL English
Catalog Nbr: 191 Introduction to Poetry INSTR_ORG_VW

Class Sections Find | View All First 1 of 3 Last

Session: A Full Fall Semester Session Class Nbr: 81640
Class Section: 01 Component: Lecture Event ID:
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
MWF 10:40AM 11:35AM [x] [] [x] [] [x] [] [] 09/02/2008 12/23/2008
Topic ID: Free Format Topic:
Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Customize | Find | View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact
105205300	Garcia,Edward	Prim Ins	[x]	Approve	165

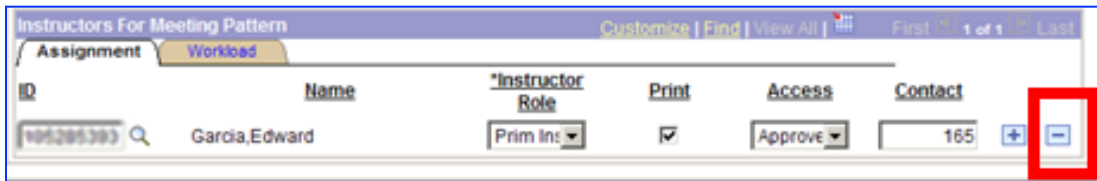
Room Characteristics Customize | Find | View All First 1 of 1 Last

*Room Characteristic *Quantity
1

Save Return to Search


Click **View All** to view all of the instructors for this class.

Remove existing instructors by clicking the **Delete Row**  button.



Then, complete the **Instructor** information for each person associated with the class:

1. Enter the **Instructor's Stony Brook ID** in the **ID** field.

 If you do not know the ID number, click the **LOOKUP** button and search for the instructor by **Last name** and **First name**.

Note: If the field turns red and the instructor cannot be found in the list of valid instructors for your department, you must check the **Instructor Advisor table**.

- Your dept must be in the list of approved courses for the Instructor.
- New instructors must be active Effective in PeopleSoft at least one day before the start of the Term.

2. Select the **Instructor Role**; there are 5 possible roles:

<p>Primary Instructor</p>	<p>Assign to the instructor fully responsible for the course based on the course instruction or contact minutes. Most often the Primary Instructor is a faculty member; however, a graduate student can be the Primary Instructor if the graduate student is solely responsible for the scheduled course.</p> <p>For multi-component courses, assign the instructor as Primary Instructor on the lecture and <i>supervisor</i> on the additional sections (e.g., lab, recitation). This can allow the lecture Primary Instructor grading access for the additional sections.</p> <p>For multi-component courses, do NOT assign the instructor a role of Primary Instructor on both the lecture and additional sections (e.g., lab, recitation) unless that same instructor is fully responsible for those sections.</p> <p>In the instances where teaching responsibility is shared between more than one instructor, indicate a maximum of ONE Primary Instructor based on the course contact minutes (i.e., instruction). Additional instructors should be assigned the role of Secondary Instructor.</p>
<p>Secondary Instructor</p>	<p>In the instances where teaching responsibility is shared between more than one instructor, indicate ONE Primary Instructor based on the course contact minutes and one or more Secondary Instructors.</p> <p>Note that the abbreviation "sec instr" is not intended to stand for "section instructor," and should not be applied as such.</p>
<p>Administrator</p>	<p>This instructor role is not reported in CASA; however, correct setup is vital for grading access of the instructor(s). This role is useful when a course instructor has arranged for a department administrator (usually the ATC or similar) to administer the course (submit grades, manage rosters, etc.). In these cases, the primary instructor remains on the course, and a course administrator is assigned a role of "admin" plus the appropriate level of grading access.</p>

Supervisor	This instructor role is not reported in CASA; however, correct setup is vital for grading access of the instructor(s). Use this for a course with multi-components (e.g., lecture/lab + recitation). The instructor (usually Faculty) should be assigned to the lecture as <i>primary instructor</i> and as the <i>supervisor</i> for each of the labs and/or recitations.
TA Reader/Grader	Assign this role for Graduate students who read/grade papers but don't actually meet with students. For CASA reporting purposes, do not add hours for these.

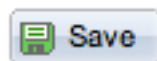
- If you want the instructor to appear in the Class Schedule and in SOLAR Class Search for this class, check the **Print** option. *Supervisors, Administrators and Reader/Graders should never be printed in the Class Schedule.*
- Select the instructor's level of access to rosters and grade submission in SOLAR. **Only one person per class can have Approve access** (usually the Primary Instructor, Secondary Instructor, or Supervisor). *TAs, Administrators, and Reader/Graders should NOT have Approve access.*

Access	View Roster	Input Grades	Submit Grades
Approve	Yes	Yes	Yes
Grade	Yes	Yes	No
None	Yes	No	No

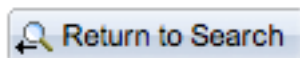
- In general, departments do not have to enter **Contact** minutes as they are calculated from section start and end times and entered automatically for reporting purposes.



To add another instructor for this class click the **Add a New Row** button.



You should **save** after each section that you update. To update another section go click the **Next Row** button next to Class Section.



To remain in this component and search for another course, click the **Return to Search** button.