Adding/Updating Instructor and Meeting Patterns

This guide will cover:

- Adding and/or updating instructor and meeting patterns for a class that has already been scheduled in Catalyst.

Step One

Using the main menu, navigate to Maintain Schedule of Classes in Catalyst using the following navigational path:

![Navigational Path](image)

Step Two

Complete the following fields in the search criteria:

- Academic Institution
- Term
- Subject Area
- Catalog Nbr
- Academic Career
- Course Offering Nbr

**TIP:** Other information could be entered as necessary. For this exercise, we will use the information entered above as the search criteria.

Step Three

Click **Search**. A results table will populate underneath the search criteria. Select the correct course you want to update.

Step Four

Once a course has been selected, you will be directed to the Basic Page tab for that particular course.

Step Five

Navigate to the Meetings page tab.
Step Six

Enter the following information in these select fields:

- **Facility ID** – Click the magnifying glass icon . Select the facility and room the class will take place. Once you have selected a facility, notice a capacity value for the room will appear next to the facility ID. Make sure the facility’s capacity is equal to or more than the value of the enrollment capacity that has/will be set under the Enrollment Control tab.

If you are receiving either of the following messages, it means that the room has already been assigned to another course during that meeting time selected.

**Message #1:**

```
Class Section: 002 conflicts with Class Section: 001. (14520.28)
This class section cannot be scheduled. One of its meeting patterns conflicts with either another of its own or another class sections. To save without scheduling, leave Facility ID blank.
```

**Message #2:**

```
Class Section: 003 conflicts with Campus Event ID: 000022107. (14520.27)
This class cannot be scheduled because its meeting pattern conflicts with an existing event. To save without scheduling, leave Facility ID blank.
```

- **Pat (Meeting Pattern)** – Click . Select a recommended meeting pattern and enter the Mtg Start value. The appropriate Mtg End time and the days of the week will populated for you.

- **Instructor ID** – Assign the instructor for this course section. Click the magnifying glass icon and search for an instructor using their EMPL ID. Users will be able to search for instructors by name when they have clicked the magnifying glass. Once they have selected the instructor, the EMPL ID will show in the field with the name of the instructor appearing on the right of the field box.

- **Print** – Select to display the instructor’s name in the Schedule of Classes. The system populates this checkbox by default to the set on the Course Catalog – Offerings page.

- **Access** – Click the drop-down menu and enter the grade roster access for each instructor.

Step Nine

Click SAVE.

You have now completed the steps of adding/updating instructor and meeting pattern of a previously scheduled course.