UPDATING CLASS INSTRUCTORS

Updating Class Instructors
Office of the Registrar
March, 2012
To update instructors on a class use the CLASS-INSTRUCTOR function:

Once a class has been created the class instructors cannot be maintained on the CLASS function.

Type CLASS-INSTRUCTOR on the direct command line.

Hit ENTER.
To display the class enter a “D” in the action field.

Tab to the Term Field and enter the term code:
  - Ex. 12FS

Tab to the Class ID field and enter the course number and section number.
  - Ex. ENGL1001 001

Hit Enter.
UPDATING CLASS INSTRUCTORS

- Note the example to the left.
- To change this class listing from staff to the name of the faculty of record:
  - Enter an “M” in the Action field.
  - Tab down to the Primary Instructor field.
  - Enter the faculty member’s UCid number and hit Enter.
  - To do a name search, enter the beginning of the last name in the UCid number field, hit enter.
  - If the appropriate person does not appear on the browse, enter the last name and first name, hit enter.
  - Select the appropriate person by placing the cursor on the name, hit enter.
  - Tab down to the Instructors field and enter the same faculty member’s UCid number.
  - Hit Enter.
  - Look for the message “Class 12FS-ENGL1001-1 modified successfully”.

Page 4
Updating Class Instructors
Office of the Registrar
March, 2012
Note that the instructor’s name is listed as both the primary instructor and the instructor for the lecture.

To add additional instructors to the instruction unit:

- Tab down to the Instructors field and enter the other faculty member’s UCid number.
- Hit Enter.
- Look for the message “Class 12FS-ENGL1001-1 modified successfully”.
- You can have a maximum of 5 instructors listed on an instruction unit.
UPDATING CLASS INSTRUCTORS

- To add additional instructors to another instruction unit, tab down to that unit and enter the faculty member’s UCid number.
- To scroll to additional instruction units, place your cursor in the area of the instruction units and hit F8 to scroll down and F7 to scroll up.
- The primary instructor should be listed with all instruction units.
- The faculty member listed in the Primary Instructor field will be the only faculty with access to class grading.