STEPS FOR ADDING/REMOVING AN INSTRUCTOR FROM A COURSE

Path: Curriculum Management-> Schedule of Classes -> Maintain Schedule of Classes

1. Curriculum Management

Note this is a slightly modified version (starting with step 12) which departmental faculty/staff responsible for FWL received several years ago from Joan Lambe and which I redistributed earlier this spring for the purpose of adding/changing instructors in the Cf age (a task previously done via “webteachingload”).

This version addresses specific considerations when adding a “super user” – temporarily – as a secondary instructor to a class which either has no (primary) instructor assigned or where the primary instructor is unable to enter the grades him/herself so that the “super user” can access the active grade roster via the “Faculty Center” and enter the grades. Keep using the original version for FWL tasks.

If you are familiar with the process, fast forward to step 12.

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2. Curriculum Management

3. Maintain Schedule of Classes
4. Changes are made at the Course rather than Instructor level so you will need to bring up the appropriate course section. Enter Institution and Term fields or click on magnifying glass to bring up list.

5. If you do not know the course section you can click on the magnifying glass to get a list of subject areas.

6. A list of subject areas will appear. You can click on the title fields to sort listings.
7. I've sorted by Academic Organization and clicked on Anth.

8. Clicking the search button will bring up all ANTH sections. Highlight the section you need to make changes to.

9. In the following example we are going to add an instructor to a particular course section. The first tab contains basic data about the course, including its CUNYFirst class number. Click on the Meetings Tab.
10. The meetings tab shows information about Class sections and Instructors. In this example there is one instructor for the course.

11. Clicking on the workload tab shows that he is getting 3 credits. Let’s assume we need to add a second instructor to the course. Do this by clicking on the ‘+’ sign to add another line.

12. 
   a. Enter the ID for the super user (the name will fill in automatically when you move away from this row)
   b. Select “Secondary Instructor” (though it does not really matter)
   c. Uncheck the box in “Print” (so that the name of the super user will not appear in the schedule of classes)
   d. Select “Post” in the column labeled “Access” (this will ensure that super user will actually see the grade roster when the grading period starts, and will be able to “post” – a change in the grading procedure starting with the summer 2013 terms)
   e. Click the “Workload” tab

13. 
   a. Uncheck the “Auto Calc” box
   b. Delete the (default) entries for “Load Factor” and “Work Load”
14. Click “Save” and watch the wheel spinning the upper right corner of your screen and then a message “Saved” (which will disappear quickly).

15. That’s it. When the super user is done grading, return to this page, click the “-” button followed by “Save” to remove him/her from the class record.

Note:
You can add yourself as “secondary instructor” to this class. In some departments, the same person does all Cf related work, in others Cf tasks are shared among several people. This is up to the department or program to decide.