Add or Change Instructor

Introduction

In SIS, the term "instructor" can apply to a faculty instructor, adjunct instructor, teaching assistant, or grading proxy. Individuals are set up by the staff of the University Registrar and assigned one of three roles:

- **Instructor** - the instructor of record for the class; has Approve access to grades
- **Teaching Assistant** - a graduate student; has Grade access to grades
- **Grading Proxy** - a graduate student or department administrator or assistant; has Grade access to grades

Each of these roles has specific access to the grade roster where mid-semester and final grades are entered and approved. When an instructor is chosen for a class section, the Instructor Role and Access fields automatically populate. The Access field will contain one of the following:

- **Approve** - the instructor can enter and submit grades
- **Grade** - the instructor can enter grades, but not submit them

Add or Change an Instructor

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

   Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

   The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.

3. Click Look up **Term** and select the appropriate term from the list.

4. Click **Search**.

   All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

5. The **Basic Data tab** appears. Click the **Meetings** tab.

Before making changes, please make sure that you are on the correct class section by looking at the **Class Section** field. If necessary, use the arrow buttons at the top of the box to locate the correct section.

6. To change or remove an instructor, click the **Delete row** button in the **Instructors For Meeting Pattern** box.

   Important: Do not delete the contents of the **ID field** and overwrite the existing EmplID.

   A confirmation message appears. Click the **OK** button to continue deleting the row, or click **Cancel** to cancel the deletion of the row.

7. To add an instructor, click the **Add a New Row** button.
8. Enter the instructor's EmplID into the **ID** field, or click the **Look Up ID** icon.
9. The **Look Up ID** window appears. Search for the instructor by utilizing the search fields at the top of the page. For example, enter the instructor's last name into the Last Name field. Enter the instructor's first name into the First Name field.
10. Click the **Look Up** button.
11. The instructor should appear in the search results. Click on their name.

    If the name does not appear, check the spelling used in the search fields. Other search fields that can be used are Campus ID (CWRU Network ID), and National ID (SSN). You can also filter by Academic Organization.

    If an instructor does not appear after searching a few different ways, it most likely means that the individual is not entered into SIS as an instructor yet. Fill out and submit an Add/Update/Delete Instructor/Advisor/TA/Grading Proxy Form.

12. The instructor's EmplID and name appear in the **Instructor For Meeting Pattern** box.

    The Instructor Role, Print and Access fields default per the individual's setting on the Instructor/Advisor table.

    Instructor Role: The primary role assigned to this individual.

    - Primary Instructor
    - Secondary Instructor
    - Teaching Assistant
    - Grading Proxy

    Print: If the instructor should appear in Class Search, then this checkbox should be checked. Only Primary and Secondary Instructor roles have the Print checkbox checked by default.

    Access: Determines the access that the individual has to the Grade Roster in SIS.

    - **Approve**: The instructor can both enter and approve (submit) grades in the Grade Roster

- **Grade**: The instructor can enter and save grades but not approve (submit) them.

13. To add another instructor (or Grading Proxy or TA), click the **Add a New Row** button in the **Instructor For Meeting Pattern** box.

    A new row appears. Repeat the steps above to enter the instructor's EmplID into the **ID** field.

14. Click **Save**.

This completes the process of adding or changing an instructor.

Refer to other guides to assist with additional edits to the schedule of classes.