Adding Instructors to Sections

1. **Assign an instructor** (NOTE: The START DATE and END DATE fields on the Meeting Patterns & Rooms card must be populated to add and save an instructor successfully. See instructions in the Adding Meeting Patterns and Rooms section.)

   a. For a single instructor:

      i. Click **+ INSTRUCTOR** . This will open a pop-up box to allow you to search for the instructor from within your department. You can expand your search beyond your department if needed by using the toggles along the top (i.e. turn "off" the toggle for your department and turn "on" the toggle for All Instructors).

      ii. Scroll through the menu or enter the name of the instructor in the search box.

      iii. Click on the instructor's name to set the assignment.

   b. For two (or more) instructors:

      i. Complete the above steps for **each instructor** you wish to assign.

      ii. Click **☰ SET INSTRUCTOR ROLES & DETAILS *** at the bottom of the Instructor field.

      iii. Click the ⌄ next to the name of each instructor

         1. Change the Instructor Role field to Non-Primary as needed, only one instructor can be listed as Primary.
         2. Update Instructor Percentage for each Instructor's relative percentage.
         3. Click the **CLOSE** button in the lower right corner of the box.
         4. Repeat this process (steps 1-3) for all instructors.

Set Instructor Roles & Details   ✕

Brandi Fletcher   ⌃

Instr. Role required

Non-Primary   ▾

Instr. Percentage

25

Ignore Double Bookings

YES NO

Instr. Session Indicator required

01: Missing Meeting   ▾

The following table lists all session indicators for the section and the associated meetings for reference:

SESSION INDICATOR	ASSOCIATED MEETING TIMES

There are no times existing on this meeting yet. In order to select a session indicator for a faculty assignment, meeting patterns on the section must exist for that session indicator.

CLOSE