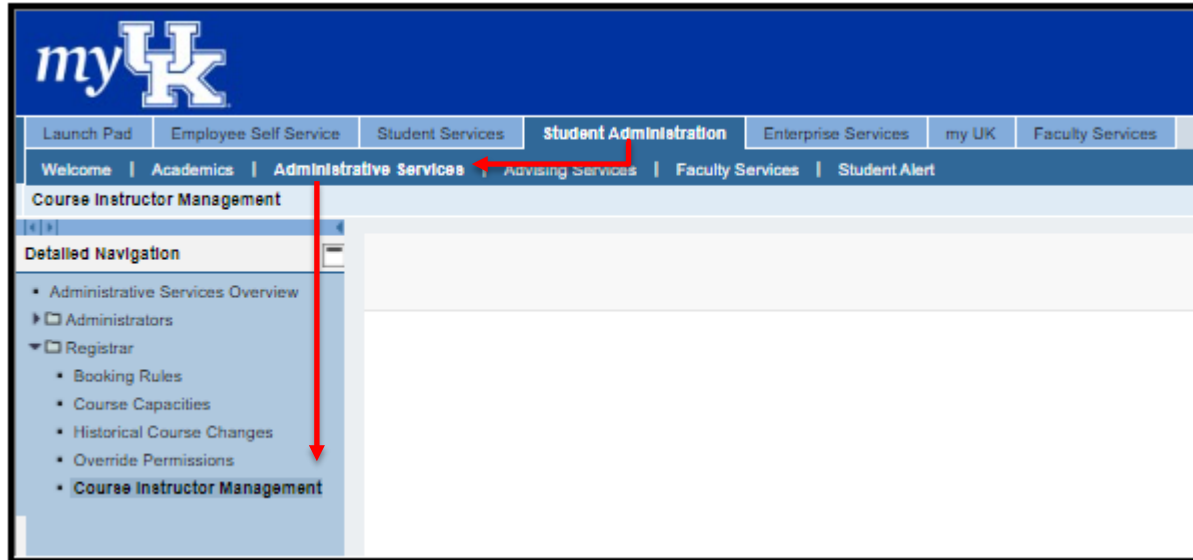


Course Instructor Management

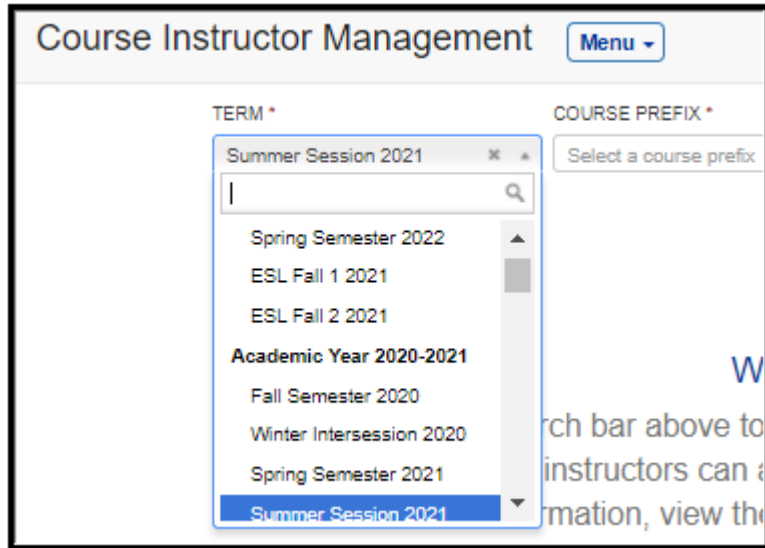
*How To Assign & Remove Instructors,
Assign a Primary Instructor, & Assign
Multiple Instructors*

How To: Assign an Instructor

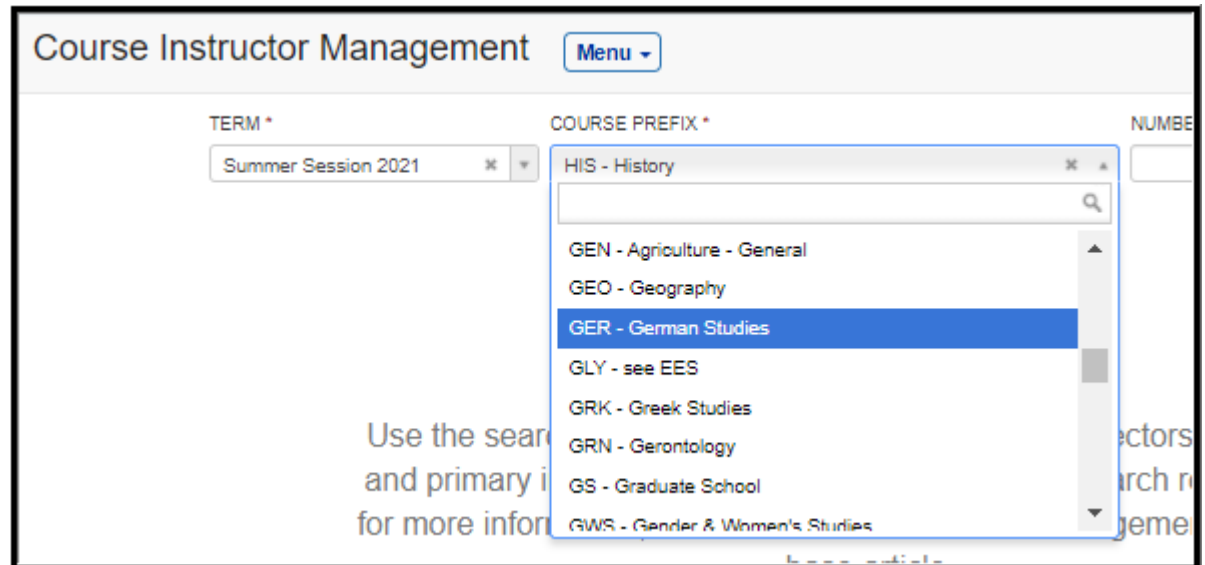
Step 1: Navigate to the Course Instructor Management application in myUK through the following links.



Step 2: Select the appropriate term from the first drop-down menu.



Step 3: Select the course prefix from the second drop-down menu.

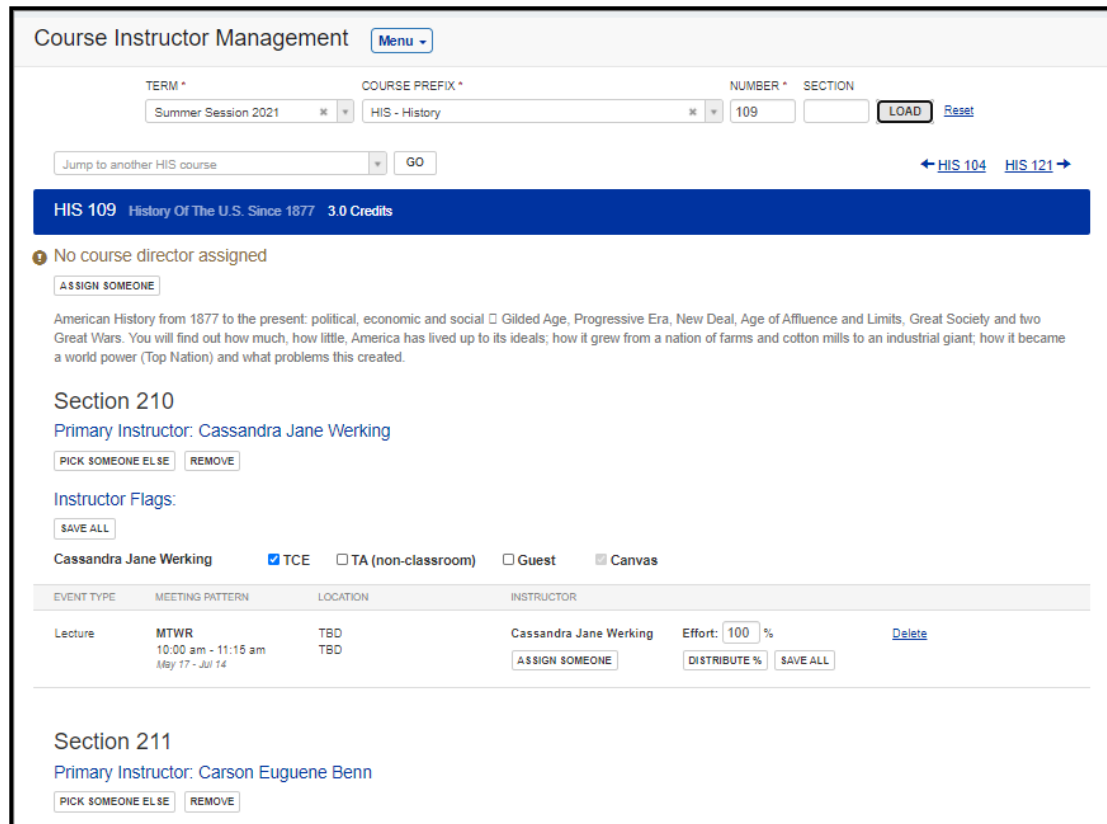


Step 4: Enter the course number and section number (if searching for a specific section) and then click “Load”. Leaving the section number blank will display all sections of a given course.



The screenshot shows the 'Course Instructor Management' interface. At the top, there is a 'Menu' button. Below it, there are four input fields: 'TERM *' with a dropdown menu showing 'Summer Session 2021', 'COURSE PREFIX *' with a dropdown menu showing 'HIS - History', 'NUMBER *' with a text input field containing '109', and 'SECTION' with an empty text input field. To the right of these fields are 'LOAD' and 'Reset' buttons.

This will bring up the section(s) queried for the selected term.



The screenshot shows the 'Course Instructor Management' page after a search. The search criteria are the same as in the previous screenshot. Below the search fields, there are navigation links: 'Jump to another HIS course' with a dropdown menu and a 'GO' button, and links for '← HIS 104' and 'HIS 121 →'. A blue banner highlights the search results: 'HIS 109 History Of The U.S. Since 1877 3.0 Credits'. Below this, there is a message: 'No course director assigned' with an 'ASSIGN SOMEONE' button. A description of the course is provided: 'American History from 1877 to the present: political, economic and social □ Gilded Age, Progressive Era, New Deal, Age of Affluence and Limits, Great Society and two Great Wars. You will find out how much, how little, America has lived up to its ideals; how it grew from a nation of farms and cotton mills to an industrial giant; how it became a world power (Top Nation) and what problems this created.' Below the description, there are sections for 'Section 210' and 'Section 211'. Section 210 has a primary instructor 'Cassandra Jane Werking' and options to 'PICK SOMEONE ELSE' or 'REMOVE'. It also has 'Instructor Flags' with a 'SAVE ALL' button and checkboxes for 'TCE', 'TA (non-classroom)', 'Guest', and 'Canvas'. Section 211 has a primary instructor 'Carson Euguene Benn' and options to 'PICK SOMEONE ELSE' or 'REMOVE'. At the bottom, there is a table with columns: 'EVENT TYPE', 'MEETING PATTERN', 'LOCATION', and 'INSTRUCTOR'. The table has one row for 'Lecture' with meeting pattern 'MTWR', location 'TBD', instructor 'Cassandra Jane Werking', and effort '100 %'. There are also buttons for 'Assign Someone', 'Distribute %', and 'Save All'.

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR
Lecture	MTWR 10:00 am - 11:15 am May 17 - Jul 14	TBD TBD	Cassandra Jane Werking

Step 5: Click the “Assign Someone” button on the event line of the desired section.

Section 211

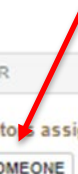
ⓘ No primary instructor assigned

[ASSIGN SOMEONE](#)

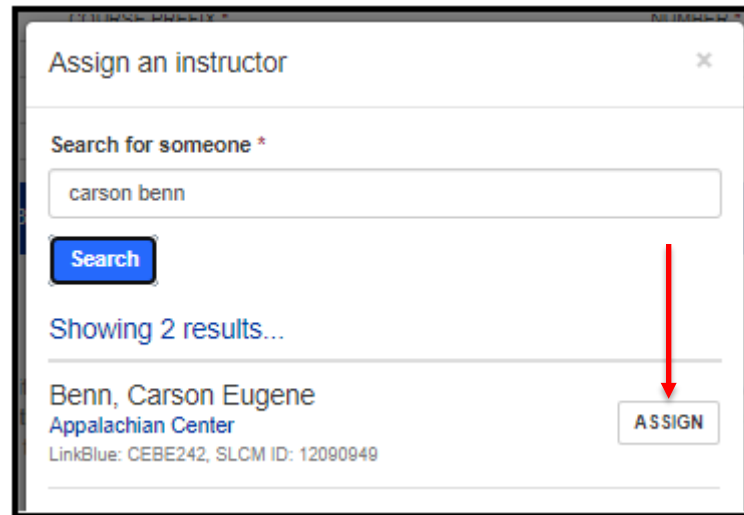
Instructor Flags:

No instructors assigned to this section

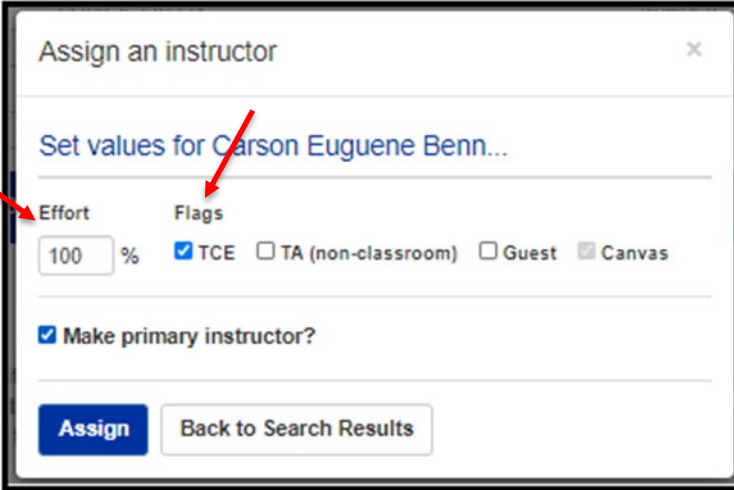
EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	ⓘ No instructors assigned ASSIGN SOMEONE



Step 6: In the “Search for someone” textbox, type the name of the instructor you’d like to add. Then click “Search”. Select the desired instructor by clicking “Assign”.



Step 7: If this person is the only instructor, make sure the "Effort" percentage is set to 100%. Then, select any necessary flags for the instructor.



The screenshot shows a dialog box titled "Assign an instructor" with a close button (X) in the top right corner. Below the title bar, the text "Set values for Carson Eugene Benn..." is displayed. Underneath, there are two sections: "Effort" and "Flags". The "Effort" section has a text input field containing "100" followed by a percentage sign (%). The "Flags" section contains four checkboxes: "TCE" (checked), "TA (non-classroom)" (unchecked), "Guest" (unchecked), and "Canvas" (checked). Below the flags, there is a checkbox labeled "Make primary instructor?" which is also checked. At the bottom of the dialog, there are two buttons: "Assign" (a blue button) and "Back to Search Results" (a white button with a grey border). Two red arrows point to the "Effort" input field and the "TCE" checkbox.

TCE flag = The instructor will receive a Teacher Course Evaluation for this section.

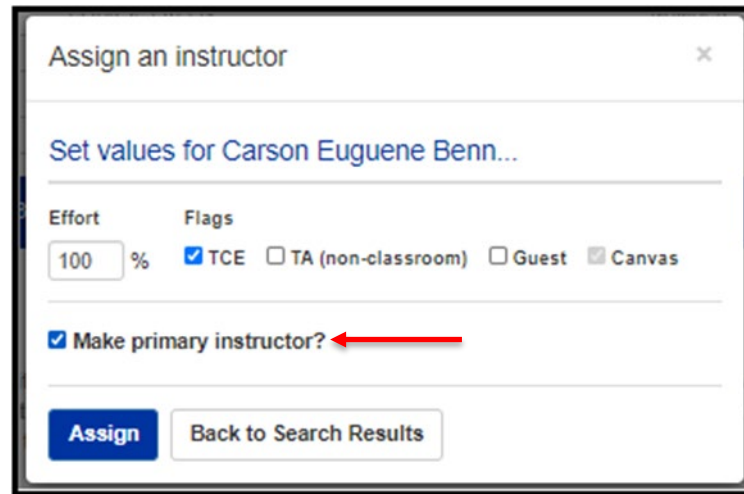
TA flag = The instructor is a Teacher's Assistant.

Guest flag = The instructor is a Guest Lecturer.

Canvas flag = The instructor will be assigned as the instructor for the section's Canvas shell.

Step 8: If this instructor will be the **Primary Instructor**, make sure the "Make primary instructor?" Box is selected.

Every section with an instructor assignment needs to have a primary instructor designated, even if there is only one instructor on the section. For sections with multiple instructors, only one can be designated as the primary instructor.



The screenshot shows a dialog box titled "Assign an instructor" with a close button (X) in the top right corner. Below the title is a header "Set values for Carson Eugene Benn...". Underneath, there are two sections: "Effort" and "Flags". The "Effort" section has a text input field containing "100" followed by a percentage sign (%). The "Flags" section contains four checkboxes: "TCE" (checked), "TA (non-classroom)" (unchecked), "Guest" (unchecked), and "Canvas" (checked). Below the flags is a checkbox labeled "Make primary instructor?" which is checked and has a red arrow pointing to it from the right. At the bottom of the dialog, there are two buttons: a blue "Assign" button and a white "Back to Search Results" button.

When finished, click "Assign".

The instructor has now been assigned and has been made the Primary Instructor.

Section 211
Primary Instructor: Carson Eugene Benn

Instructor Flags:

Carson Eugene Benn TCE TA (non-classroom) Guest Canvas

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	Effort: <input type="text" value="100"/> %	Delete
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Eugene Benn <input type="button" value="ASSIGN SOMEONE"/>	<input type="button" value="DISTRIBUTE %"/> <input type="button" value="SAVE ALL"/>	

How To: Remove an Instructor

Step 1: Click “Delete” on the event line.


Section 211
Primary Instructor: Carson Euguene Benn

Instructor Flags:

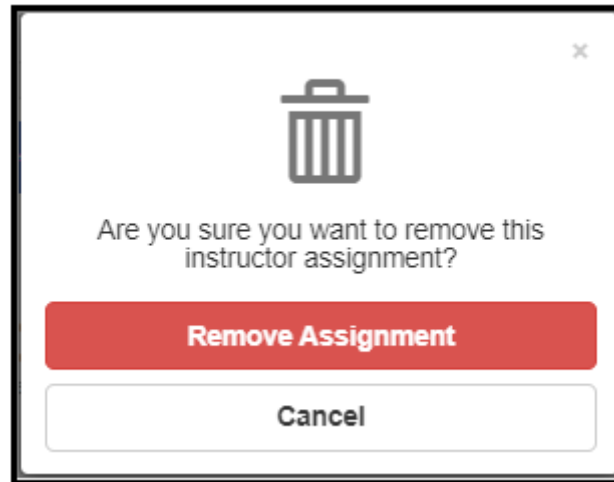
Carson Euguene Benn TCE TA (non-classroom) Guest Canvas

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR
Lecture	MTWR 10:00 am - 11:15 am <i>Jun 15 - Aug 11</i>	TBD TBD	Carson Euguene Benn <input type="button" value="ASSIGN SOMEONE"/>

Effort: % [Delete](#)



Step 2: In the pop-up box, click “Remove Assignment”.



The instructor has now been removed.

Section 211

i No primary instructor assigned

[ASSIGN SOMEONE](#)

Instructor Flags:

No instructors assigned to this section

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	i No instructors assigned ASSIGN SOMEONE

How To: Assign Multiple Instructors

Step 1: In the event line, click “Assign Someone”.


Section 211

Primary Instructor: Carson Euguene Benn

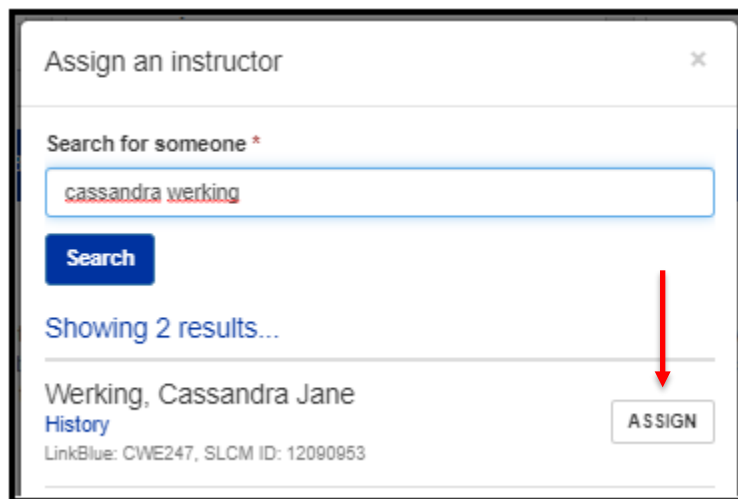
Instructor Flags:

Carson Euguene Benn TCE TA (non-classroom) Guest Canvas

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	Effort: <input type="text" value="100"/> %	Delete
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Euguene Benn	<input type="button" value="AS SIGN SOMEONE"/> <input type="button" value="DISTRIBUTE %"/> <input type="button" value="SAVE ALL"/>	



Step 2: Enter the name of the instructor you'd like to assign in the "Search for someone" textbox, then click "Search". Click "Assign" next to the appropriate instructor.



Assign an instructor

Search for someone *

cassandra werking

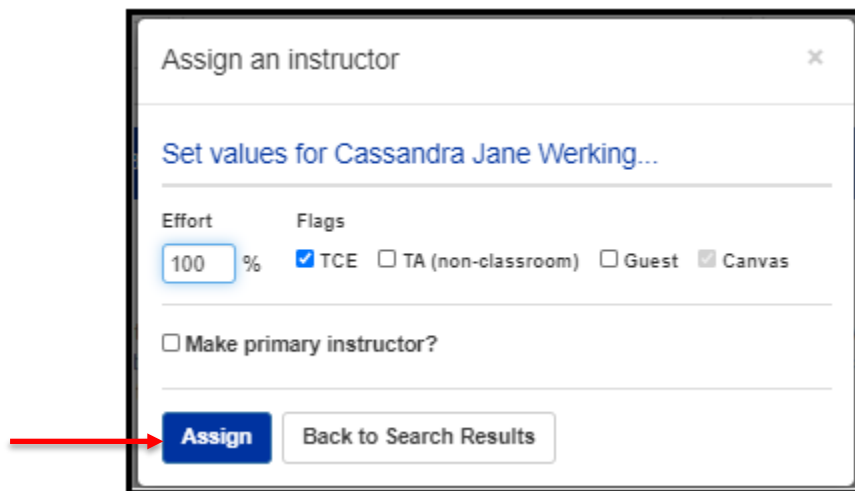
Search

Showing 2 results...

Werking, Cassandra Jane
History
LinkBlue: CWE247, SLCM ID: 12090953

ASSIGN

Step 3: Select any necessary flags for the new instructor, then click "Assign".



Assign an instructor

Set values for Cassandra Jane Werking...

Effort Flags

100 % TCE TA (non-classroom) Guest Canvas

Make primary instructor?

Assign Back to Search Results

Step 4: Once the instructor has been added, click the “Distribute %” button to re-distribute the responsibility percentages evenly among all instructors. Percentages can also be assigned manually.

Section 211
Primary Instructor: Carson Eugene Benn

PICK SOMEONE ELSE REMOVE

Instructor Flags:
SAVE ALL

Carson Eugene Benn TCE TA (non-classroom) Guest Canvas
Cassandra Jane Werking TCE TA (non-classroom) Guest Canvas

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	EFFORT
Delete	Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Eugene Benn Effort: 100 %
Delete			Cassandra Jane Werking	Effort: 100 %

ALL

ASSIGN SOMEONE DISTRIBUTE % SAVE

Click “Save All” to save the new percentages.

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	EFFORT	ACTIONS
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Eugene Benn	Effort: 50 %	Delete
			Cassandra Jane Werking	Effort: 50 %	Delete

ASSIGN SOMEONE DISTRIBUTE % SAVE ALL Save your changes

How To: Assign a Primary Instructor

Step 1: Click “Assign Someone” under the section.

Section 211

No primary instructor assigned

[ASSIGN SOMEONE](#) ←

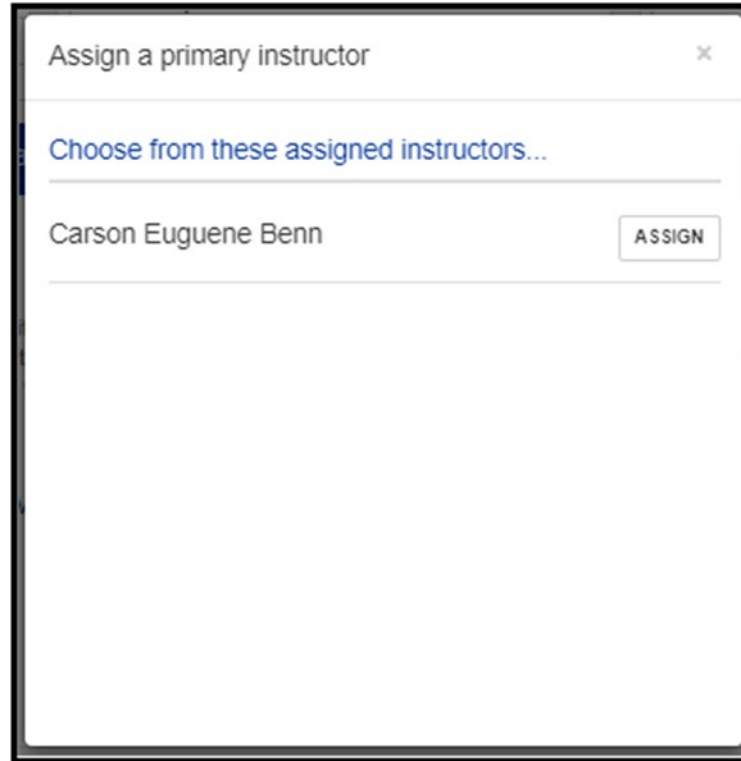
Instructor Flags:

[SAVE ALL](#)

Carson Eugene Benn TCE TA (non-classroom) Guest Canvas

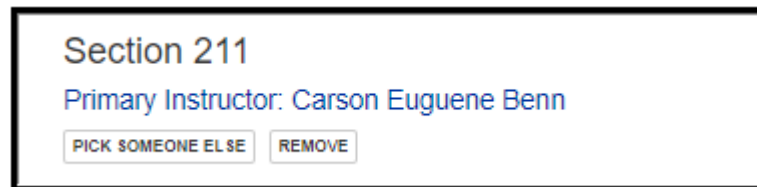
EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	Effort:	
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Eugene Benn ASSIGN SOMEONE	100 %	Delete DISTRIBUTE % SAVE ALL

Step 2: Click “Assign” next to the instructor who you’d like to assign as the Primary Instructor.



A screenshot of a web interface dialog box titled "Assign a primary instructor" with a close button (X) in the top right corner. Below the title is a blue link that says "Choose from these assigned instructors...". Underneath this link, the name "Carson Euguene Benn" is displayed. To the right of the name is a button labeled "ASSIGN".

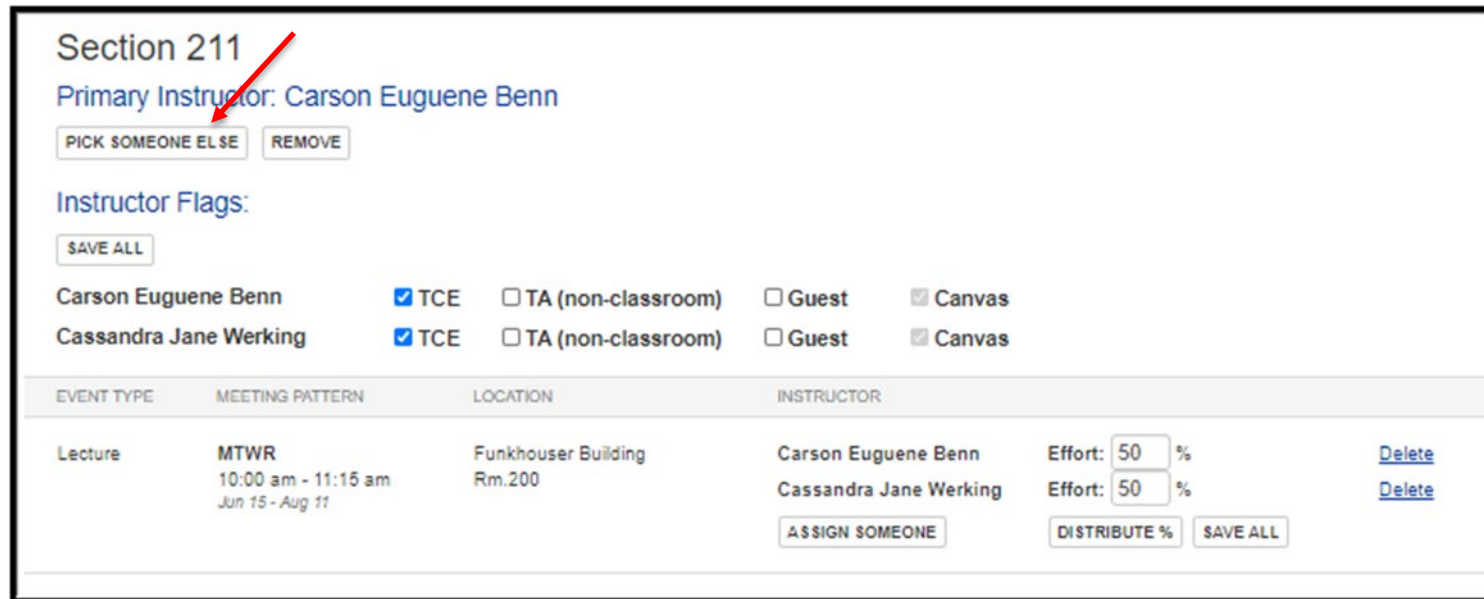
The Primary Instructor has now been assigned.



A screenshot of a web interface section titled "Section 211". Below the title, it says "Primary Instructor: Carson Euguene Benn" in blue text. At the bottom of the section are two buttons: "PICK SOMEONE ELSE" and "REMOVE".

How To: Change the Primary Instructor

Step 1: Under the Primary Instructor assignment area, click “Pick Someone Else”.



Section 211

Primary Instructor: Carson Euguene Benn

[PICK SOMEONE ELSE](#) [REMOVE](#)

Instructor Flags:

[SAVE ALL](#)

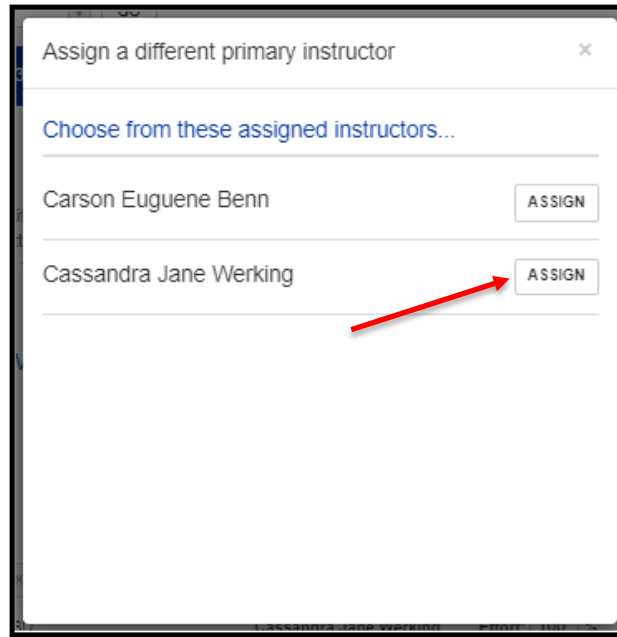
Carson Euguene Benn TCE TA (non-classroom) Guest Canvas

Cassandra Jane Werking TCE TA (non-classroom) Guest Canvas

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	Effort:		
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Euguene Benn	50	%	Delete
			Cassandra Jane Werking	50	%	Delete

[ASSIGN SOMEONE](#) [DISTRIBUTE %](#) [SAVE ALL](#)

Step 2: Click “Assign” next to the new Primary Instructor.



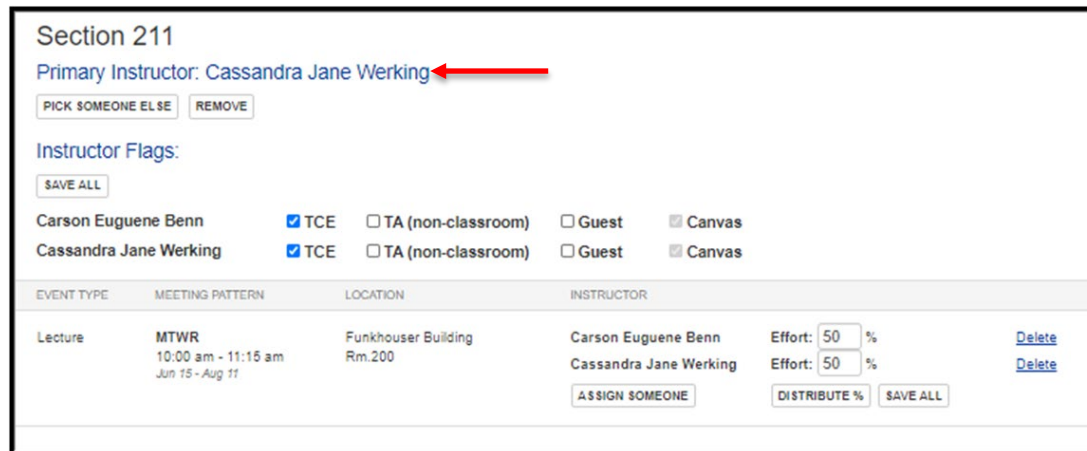
Assign a different primary instructor

Choose from these assigned instructors...

Carson Euguene Benn

Cassandra Jane Werking

The Primary Instructor has now been updated.



Section 211

Primary Instructor: [Cassandra Jane Werking](#)

Instructor Flags:

Carson Euguene Benn TCE TA (non-classroom) Guest Canvas

Cassandra Jane Werking TCE TA (non-classroom) Guest Canvas

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	Effort:		
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Euguene Benn	50	%	Delete
			Cassandra Jane Werking	50	%	Delete

Questions?

Contact **Course Scheduling** at
course.scheduling@uky.edu