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:

- the instructor of record for the class; has Approve access to grades
- a graduate student; has Grade access to grades
- 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:

- the instructor can enter and submit grades
- 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 tile, and then choose .

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

   The search screen appears.

2. Look up and select CASE1.

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

4. Click .

   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 appears. Click the tab.

Before making changes, please make sure that you are on the correct class section by looking at the 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   button in

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

13. To add another instructor (or Grading Proxy or TA), click the   button in the   box.

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

14. Click   .

This completes the process of adding or changing an instructor.

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