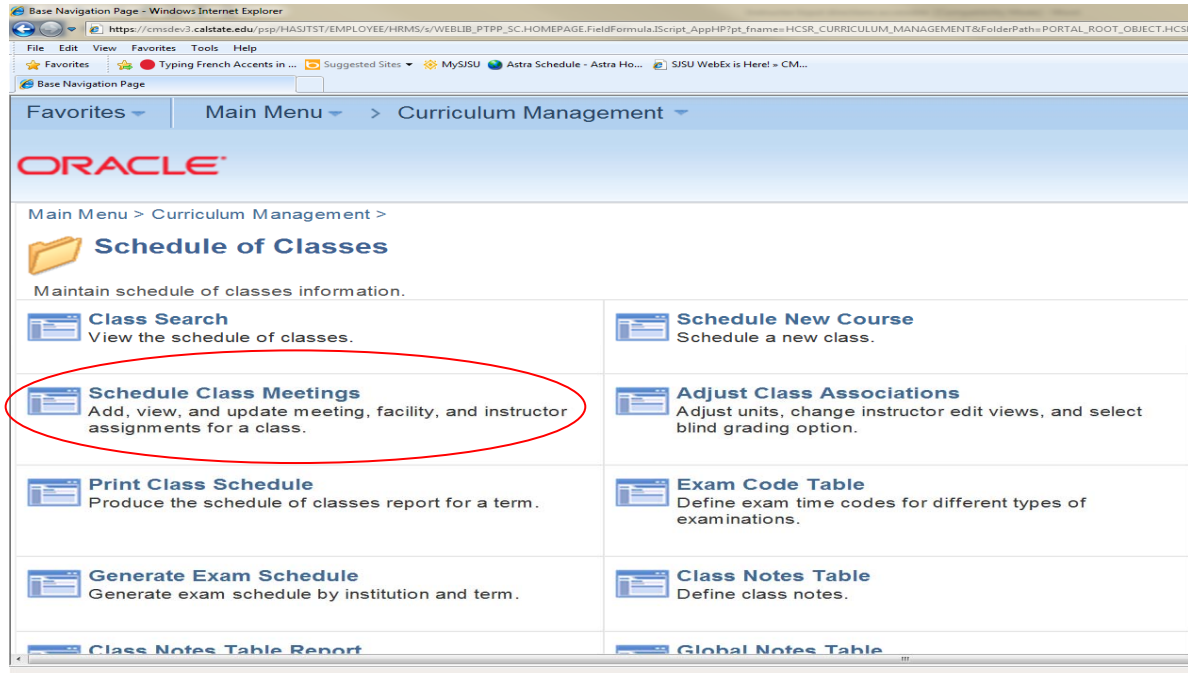


Instructor Input Procedures

Log in to PeopleSoft. Access to this page will be controlled by Academic Scheduling and is by term. Please use the access to ONLY INPUT/CHANGE INSTRUCTORS.

Under Curriculum Management, choose Schedule of Classes.
Then click on the [Schedule Class Meetings](#) link.



Enter in the term and class information for the search. Have the Employee I.D.'s ready and available. Any instructor not associated with the department will not be available for input (send fax to Academic Scheduling to add the instructor to the table).

Instructor Input Procedures

Enter in the instructor Employee I.D., tab to ACCESS and select Approve.

When changing or removing an instructor, remember to delete the row, save, then add the new Employee I. D., select Approve and Save. If you do not do this, an error will occur and the information will not be saved.

The screenshot shows the Oracle 'Schedule Class Meetings' interface. The 'Instructors For Meeting Pattern' table is highlighted with a red oval. The 'Assignment' tab is selected, and the 'Access' column is highlighted with a green circle. An arrow points to the '+' and '-' buttons in the 'Access' column.

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim Ins	<input checked="" type="checkbox"/>			0	

This is all you should be doing on the Assignment tab at this time. If the class has multiple instructors, please proceed to the next tab (Workload) to adjust the %.

Instructor Input Procedures

If the class is being Team Taught, please choose the Workload tab and change the workload % to the correct amounts (remember they must equal 100%). Use the + to add a new row and add the other instructor(s).

The screenshot shows the Oracle HRMS interface for scheduling class meetings. The 'Workload' tab is selected under the 'Instructors For Meeting Pattern' section. The table below shows the instructor assignment details:

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
	IFF	338-HPROF					

Click Save to complete the transaction. Proceed to the next class. Most of the instructor input should be done prior to census.

In general, access will be granted from the “Go Live” date until Census for a given term. After that point, all input and changes will need to be faxed to Academic Scheduling.