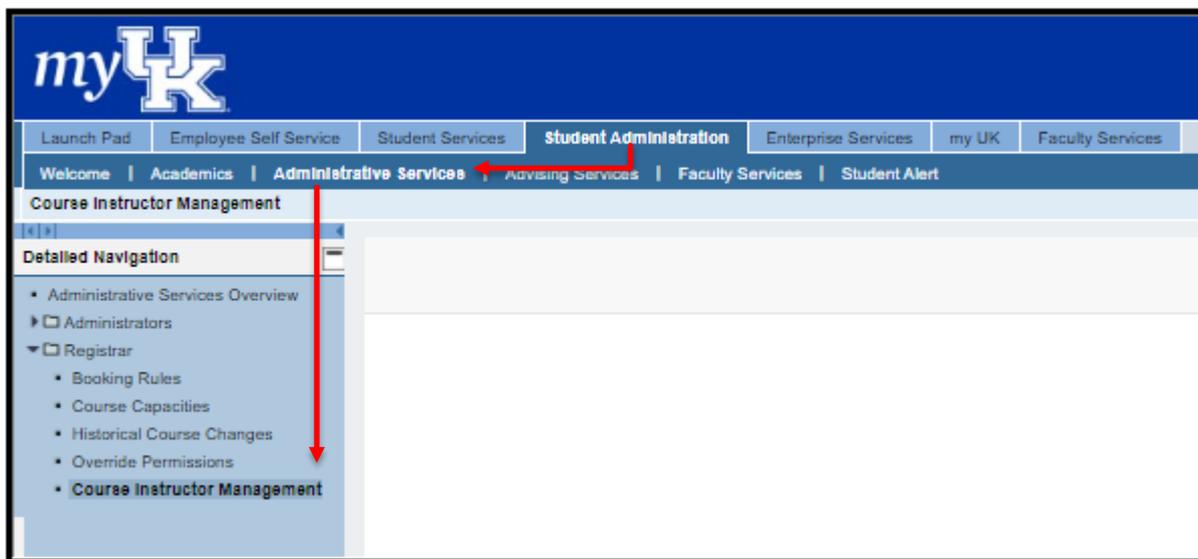


Course Instructor Management

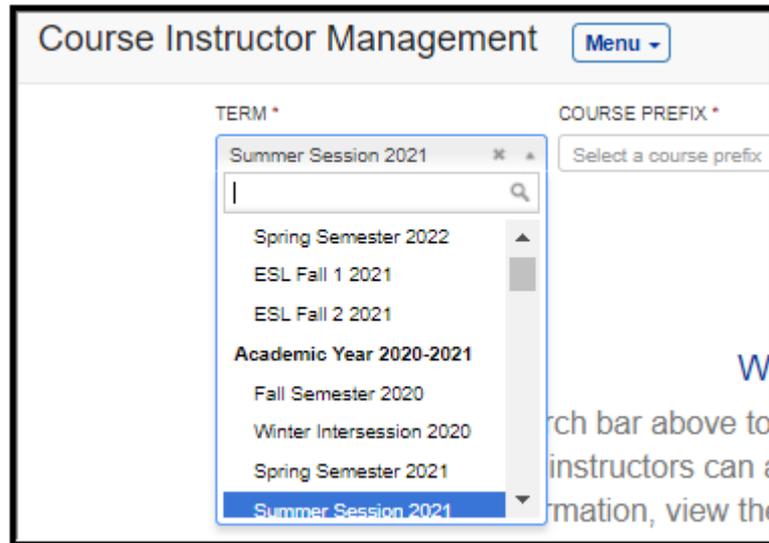
*How To Assign & Remove Instructors,
Assign a Primary Instructor, & Assign
Multiple Instructors*

How To: Assign an Instructor

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

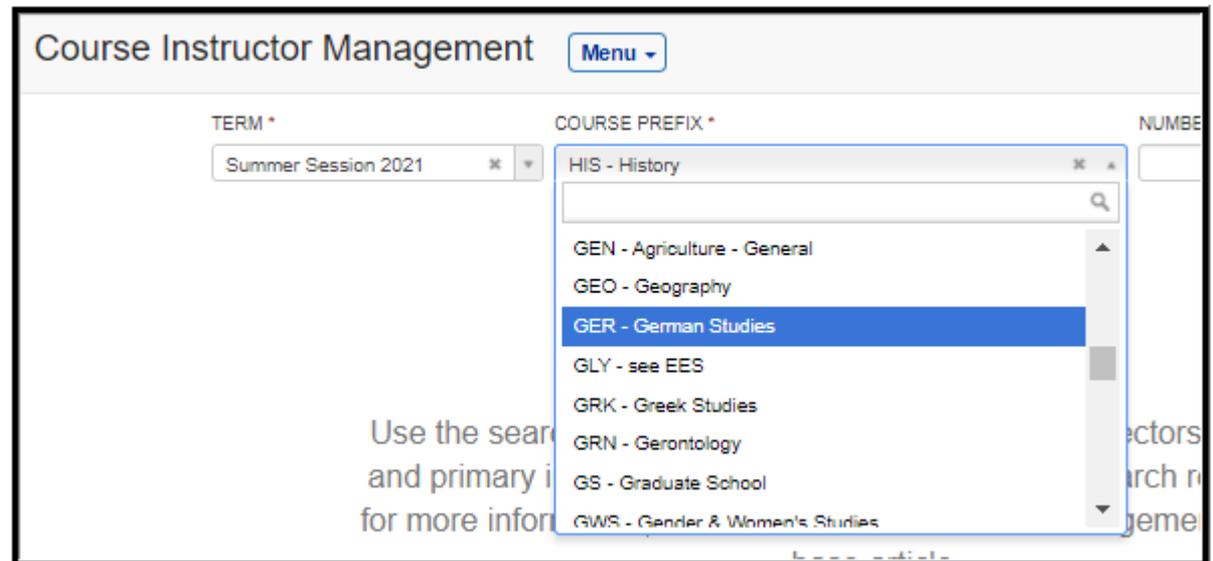


Step 2: Select the appropriate term from the first drop-down menu.



The screenshot shows the 'Course Instructor Management' page. At the top, there is a 'Menu' button. Below it, there are two main sections: 'TERM *' and 'COURSE PREFIX *'. The 'TERM *' dropdown menu is open, displaying a list of terms: 'Summer Session 2021', 'Spring Semester 2022', 'ESL Fall 1 2021', 'ESL Fall 2 2021', 'Academic Year 2020-2021', 'Fall Semester 2020', 'Winter Intersession 2020', 'Spring Semester 2021', and 'Summer Session 2021'. The 'Summer Session 2021' option is highlighted in blue. The 'COURSE PREFIX *' section has a search bar with the text 'Select a course prefix'.

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



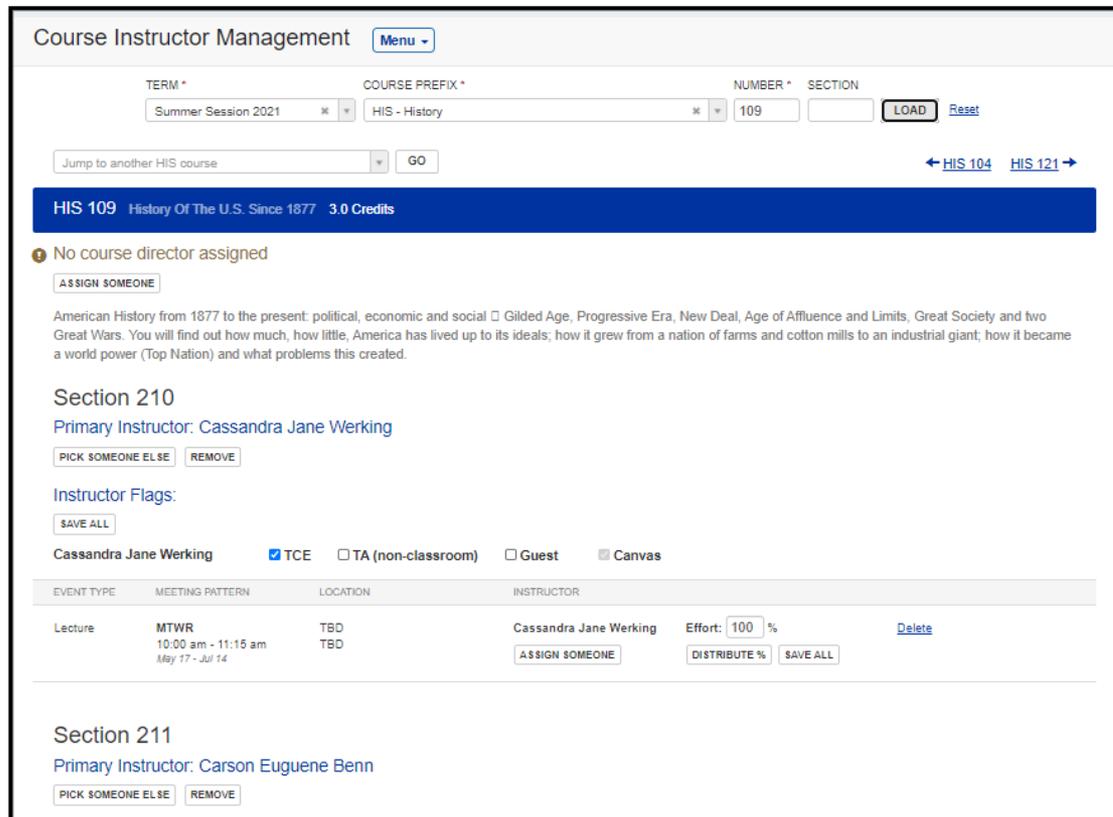
The screenshot shows the 'Course Instructor Management' page. The 'TERM *' dropdown menu is now closed and shows 'Summer Session 2021'. The 'COURSE PREFIX *' dropdown menu is open, displaying a list of course prefixes: 'HIS - History', 'GEN - Agriculture - General', 'GEO - Geography', 'GER - German Studies', 'GLY - see EES', 'GRK - Greek Studies', 'GRN - Gerontology', 'GS - Graduate School', and 'GWS - Gender & Women's Studies'. The 'GER - German Studies' option is highlighted in blue. The search bar in the 'COURSE PREFIX *' section is empty.

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 left is the title 'Course Instructor Management' with a 'Menu' dropdown. Below this 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 containing '109', and 'SECTION' with an empty text input. 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 and 'GO' button, and links for '← HIS 104' and 'HIS 121 →'. A blue header bar displays 'HIS 109 History Of The U.S. Since 1877 3.0 Credits'. Below this, a message states 'No course director assigned' with an 'ASSIGN SOMEONE' button. A paragraph of course description follows: '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 are sections for 'Section 210' and 'Section 211'. Section 210 lists 'Primary Instructor: Cassandra Jane Werking' and has 'PICK SOMEONE ELSE' and 'REMOVE' buttons. It also shows 'Instructor Flags' with a 'SAVE ALL' button and checkboxes for 'TCE' (checked), 'TA (non-classroom)', 'Guest', and 'Canvas'. Section 211 lists 'Primary Instructor: Carson Euguene Benn' and has 'PICK SOMEONE ELSE' and 'REMOVE' buttons. At the bottom, a table shows details for Section 210:

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	Effort: 100 %	Delete
Lecture	MTWR 10:00 am - 11:15 am May 17 - Jul 14	TBD TBD	Cassandra Jane Werking ASSIGN SOMEONE	DISTRIBUTE %	SAVE ALL

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

Section 211

ⓘ No primary instructor assigned

[ASSIGN SOMEONE](#)

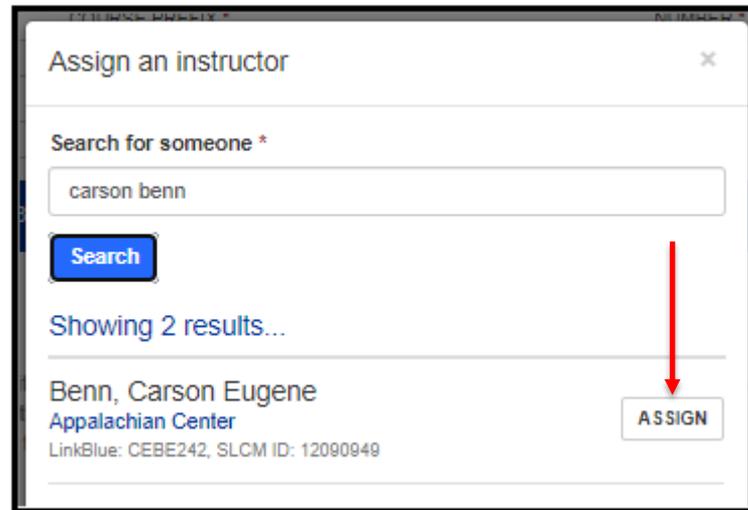
Instructor Flags:

No instructors assigned to this section

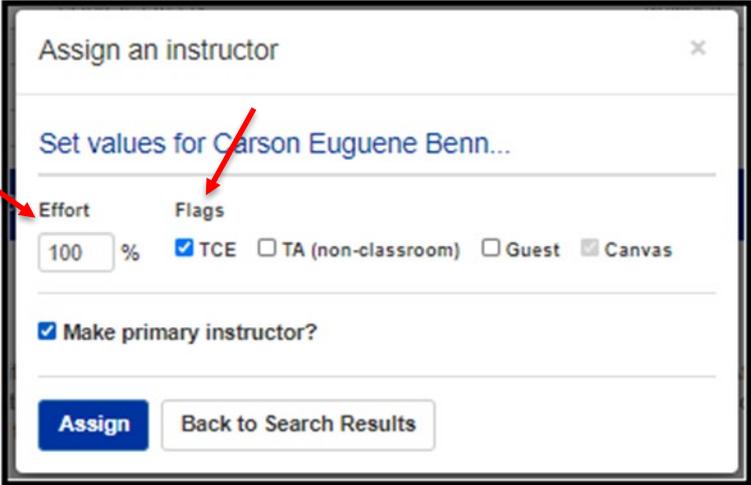
EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR
Lecture	MTWR 10:00 am - 11:15 am <i>Jun 15 - Aug 11</i>	Funkhouser Building Rm.200	ⓘ No instructors assigned ASSIGN SOMEONE



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.

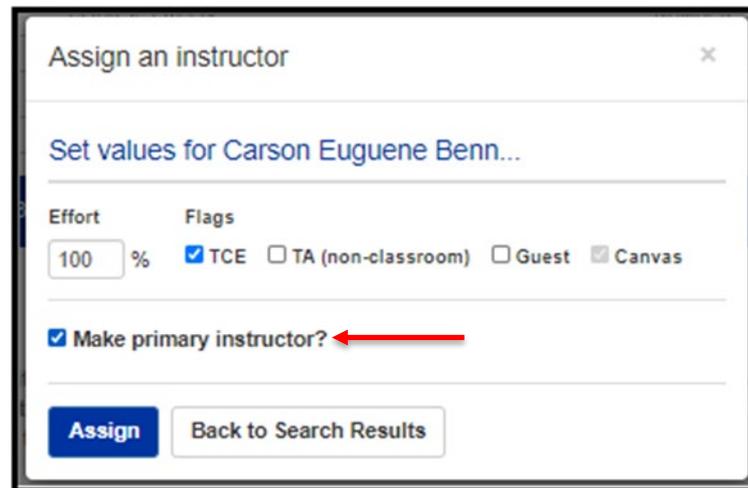
TA flag = The instructor is a Teacher's Assistant.

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 bar, the text "Set values for Carson Eugene Benn..." is displayed. The dialog is divided into two sections: "Effort" and "Flags". Under "Effort", there is a text input field containing "100" followed by a percentage sign (%). Under "Flags", there are four checkboxes: "TCE" (checked), "TA (non-classroom)" (unchecked), "Guest" (unchecked), and "Canvas" (checked). Below these sections, there 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

PICK SOMEONE ELSE REMOVE

Instructor Flags:

SAVE ALL

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 ASSIGN SOMEONE	<input type="text" value="100"/> % DISTRIBUTE %	<input type="text" value="SAVE ALL"/>

How To: Remove an Instructor

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

Section 211
Primary Instructor: Carson Euguene Benn

PICK SOMEONE ELSE REMOVE

Instructor Flags:

SAVE ALL

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

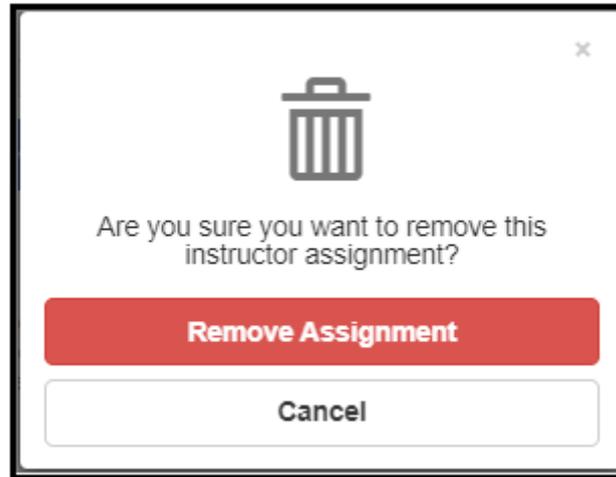
EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR
Lecture	MTWR 10:00 am - 11:15 am <i>Jun 15 - Aug 11</i>	TBD TBD	Carson Euguene Benn ASSIGN SOMEONE

Effort: 100 %
DISTRIBUTE % SAVE ALL

[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

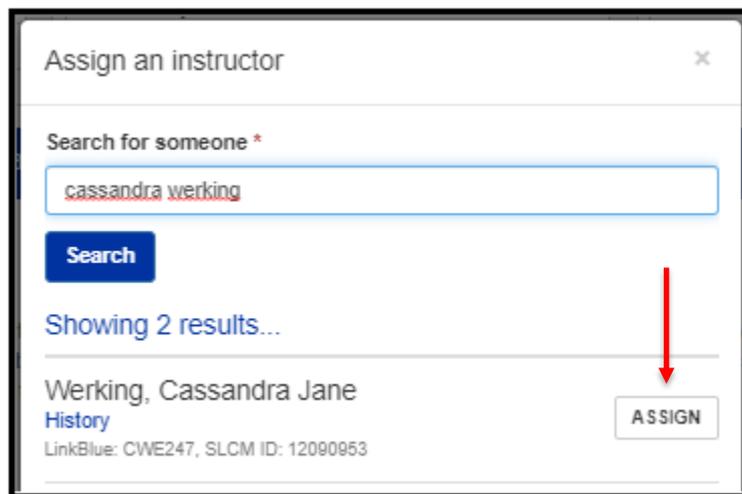
Instructor Flags:

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

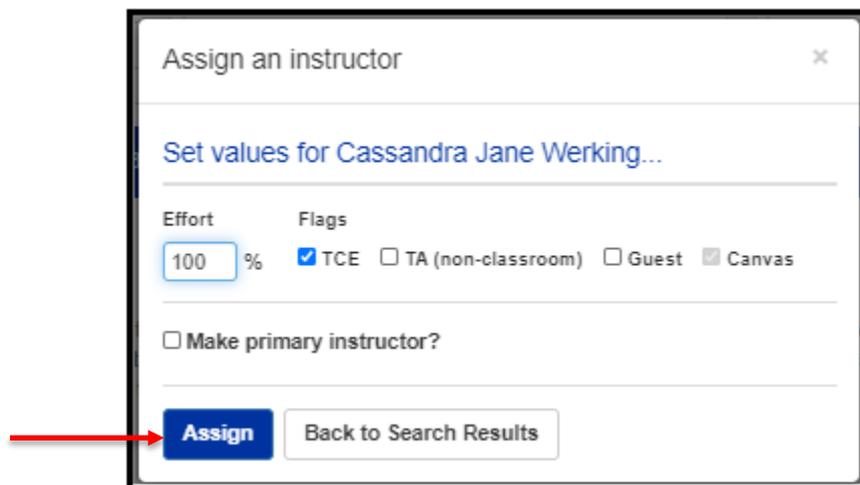
Search

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	ACTION
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 %	Delete

ASSIGN SOMEONE **DISTRIBUTE %** SAVE ALL



Click “Save All” to save the new percentages.

EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	EFFORT	ACTION
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](#) ←

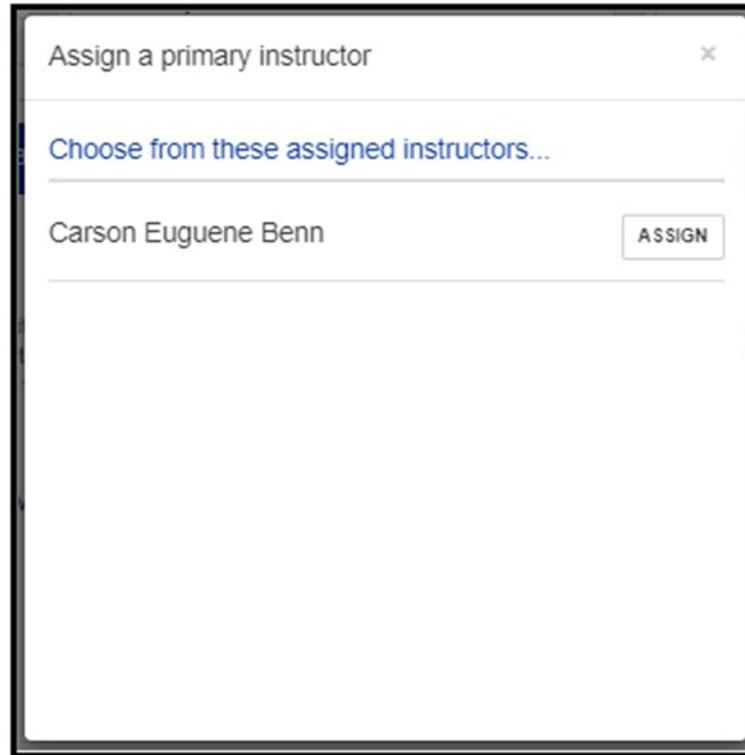
Instructor Flags:

[SAVE ALL](#)

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

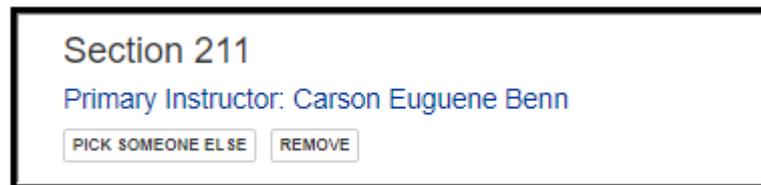
EVENT TYPE	MEETING PATTERN	LOCATION	INSTRUCTOR	Effort:	
Lecture	MTWR 10:00 am - 11:15 am Jun 15 - Aug 11	Funkhouser Building Rm.200	Carson Eugene Benn ASSIGN SOMEONE	100 %	Delete DISTRIBUTE % SAVE ALL

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".

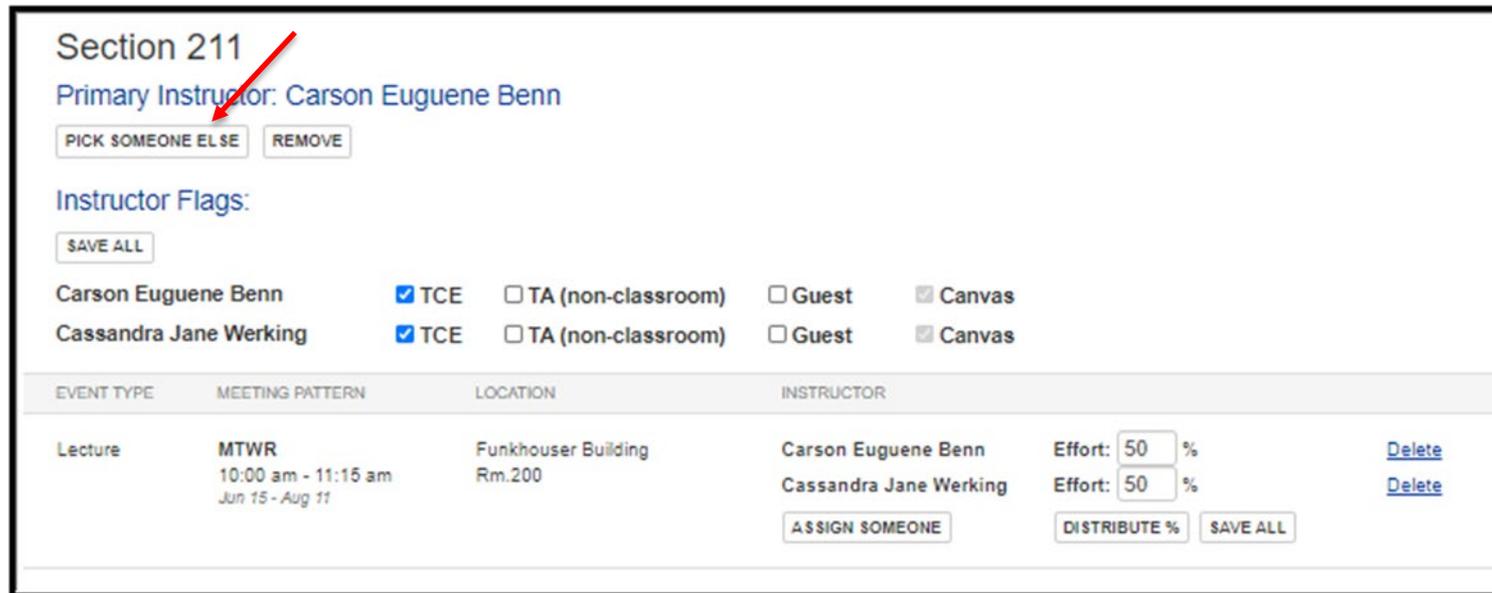
The Primary Instructor has now been assigned.



A screenshot of a web interface showing the confirmation of the primary instructor assignment. The text "Section 211" is displayed at the top. Below it, the text "Primary Instructor: Carson Euguene Benn" is shown in blue. At the bottom, there 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](#)

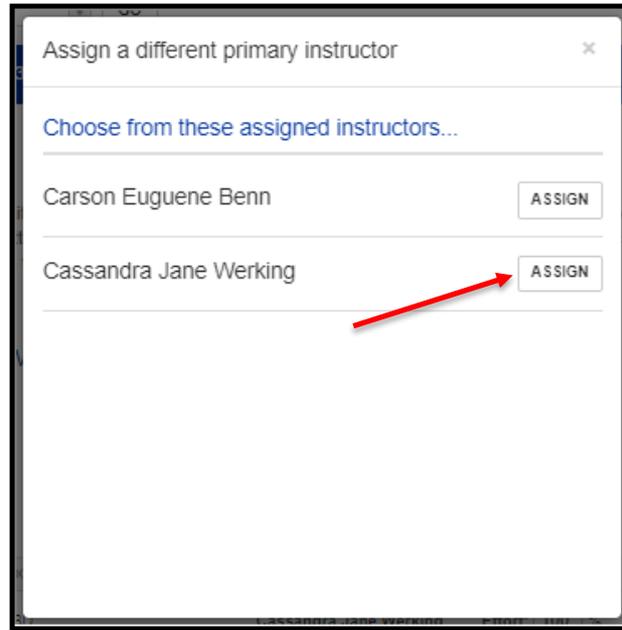
Carson Euguene Benn TCE TA (non-classroom) Guest Canvas

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.



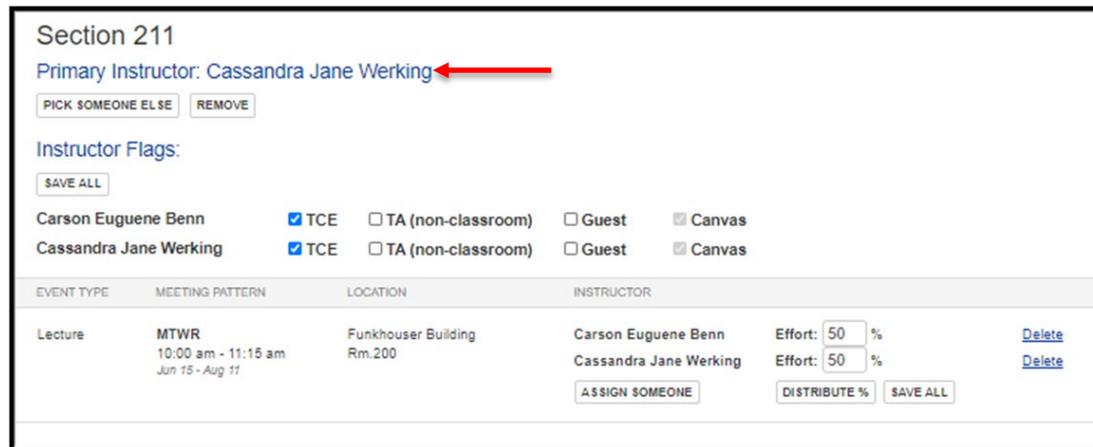
Assign a different primary instructor

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