
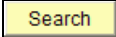

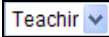
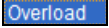

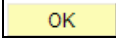
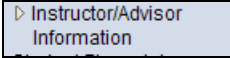
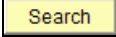



Assigning an Instructor to a Class

| | |
|-----|--|
| 1. | Click the Curriculum Management link.  |
| 2. | Click the Schedule of Classes link. |
| 3. | Click the Schedule Class Meetings link. |
| 4. | Enter the desired information into the Term field. Enter a valid value e.g. " 6101 ". |
| 5. | Enter the desired information into the Class Nbr field. Enter a valid value e.g. " 98584 ". |
| 6. | Click the Search button.  |
| 7. | Enter the instructors ID number into the Look up ID field. Enter a valid value e.g. " 123456789 ". |
| 8. | Press [Tab] . |
| 9. | Click the Workload tab.  |
| 10. | Click the Assign Type list.  |
| 11. | Select the appropriate assignment type. For training purposes, select Overload from the list.  |
| 12. | Click the Save button.  |
| 13. | A warning message displays indicating that this assignment has exceeded the 45% warning limit for Part Time faculty. Click the OK button.  |
| 14. | Click the Instructor/Advisor link.  |
| 15. | Click the Instructor Term Workload link. |
| 16. | Enter the desired information into the ID field. Enter a valid value e.g. " 123456789 ". |
| 17. | Click the Search button.  |
| 18. | The Term Workload Page provides a list of an instructor's assignments per term. The third line on this particular page displays the Instructor's Overload class.  |
| 19. | You have successfully assigned an overload class to an instructor. End of Procedure. |

