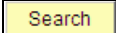


Changing Instructor Assignment Class

1.	Click the Curriculum Management link. 
2.	Click the Instructor/Advisor Information link. 
3.	Click the Instructor Term Workload link. 
4.	Enter the desired information into the ID field. Enter a valid value e.g. " 900508778 ".
5.	Click the Search button. 
6.	If no term workload page appears for the faculty, follow the next process. You will be shown later what to do when a term workload page does display.
7.	Click the Add a New Value tab. If no matching values are found, select the add a new value tab. 
8.	Click the Add button. 
9.	Click the Save button in order to create a term workload record for this faculty. 
10.	Click the Instructor Term Workload link. 
11.	Enter the desired information into the ID field. Enter a valid value e.g. " 900508778 ".
12.	Click the Search button. 
13.	Enter the desired information into the Term field. Enter a valid value e.g. " 6101 ".
14.	Enter the desired information into the Instructor Assignment Class field. Enter a valid value e.g. " ft ".
15.	Press [Tab] .
16.	Click the Save button. Term workload limits are now set for full time faculty. 
17.	If when entering the faculty ID a term workload page does display, follow this process to change instructor assignment class.
18.	Enter the desired information into the Instructor Assignment Class field. Enter a valid value e.g. " ft ".
19.	Press [Tab] .
20.	Click the Save button. 

21.	Click the Home link. Home
22.	You have successfully changed and instructor assignment class. End of Procedure.