



Instructor Assignment User Guide

Last Revised: 07/07/09

Final 07/07/09

REVISION CONTROL

Document Title: Instructor Assignment
Author: Academic Scheduling/CMS
File Reference: User Guide Instructor Assignment_CMS

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
6/25/2009	CMS/jc	Whole document	ALL
7/01/2009	CMS/jc	Whole document	ALL
7/7/2009	CMS/dc	Whole document	ALL

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
July 7, 2009	Kim Nicholl, Academic Scheduling	Reviewed and Approved

Table of Contents	Page
1.0 User Guide Instructor Assignment.....	4
1.1 Find an Existing Value	4
1.2 MEETINGS page	5
1.3 Assignment	5
1.4 Workload	7
2.0 INSTRUCTOR/ADVISOR SCHEDULE	12
2.1 Find an Existing Value	12

1.0 User Guide Instructor Assignment

Assigning an instructor to a course section requires attention to several fields that may be overlooked. These fields include Grade Access, EmplRcd#/Job code, Primary Academic Org, and Workload. This user guide includes information on instructor assignments. In-depth details regarding the Schedule of Classes menus and functionality are available in the CSUSB Course Schedule Build and Maintenance User's Guide. In depth details regarding instructor workload and the APDB Faculty Term File are available in the User Guide Instructor Term Workload and Faculty Term File.

Navigate to Curriculum Management>Schedule of Classes>Maintain Schedule of Classes.

1.1 Find an Existing Value

Enter search criteria. Academic Institution and Term are required.

Menu

- ▼ Schedule of Classes
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report
 - Global Notes Table
 - Global Notes Table Report
 - Resource Queue Cleanup
 - SB Generate Schedule

Maintain Schedule of Classes
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [dropdown] [SBCMP] [magnifying glass]

Term: = [dropdown] [2098] [magnifying glass]

Subject Area: = [dropdown] [] [magnifying glass]

Catalog Nbr: [begins with dropdown] []

Academic Career: = [dropdown] [] [dropdown]

Campus: [begins with dropdown] [] [magnifying glass]

Description: [begins with dropdown] []

Course ID: [begins with dropdown] [] [magnifying glass]

Course Offering Nbr: = [dropdown] [] [magnifying glass]

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Click Search

1.2 MEETINGS page

Click on the Meetings page for the class section. Instructor assignment is made in the Instructors for Meeting Pattern section of the Meetings Page.

Instructor must be in the Instructor/Advisor table with an Approved Course row for the subject.

1.3 Assignment

- ID

Faculty EmplId populates name field. Enter the Instructor’s ID Number or use lookup tool. If the ID is invalid the Instructor may need to have information added or updated to the Instructor/Advisor Table. Contact Academic Scheduling for additional information.
- Instructor Role

Defaults to Primary Instructor and may be changed for multiple instructor assignment. Use the drop-down menu for appropriate Instructor Role assignment if necessary.
- Print

Defaults to print check box on and may be changed under certain circumstances. Contact the Academic Scheduling Office for additional information.
- Access

Must equal **Approve**. The only other valid value is blank and blank can only be used in multiple instructor assignments. DO NOT USE Grade or Post. Instructors cannot enter the student’s grade if Approve has not been selected.
- Contact

Blank, not using.
- Empl Rcd#/Job Code

Empl Record defaults to a current active row or 0 (zero) on a faculty employment record and will populate the Job Code field from that row. The Job Code number affects APDB reporting.

EMPL RCD#/JOB CODE

It is important to have the correct Empl Rcd#/Job Code. The lookup tool can be used to select the appropriate Empl Rcd#/Job Code for the instructor. The Empl Rcd# is especially important for part-time faculty who may have multiple appointments. The Empl Rcd# should match the department that owns the course.

In the example below the instructor has an appointment in IDS (Academic Org 369/Dept. Code CF0650) and an appointment in ECON (Academic Org 235/Dept. Code CF1015). IDS does not need to make a change to the Empl Rcd# for their classes since the zero row is the record row for that appointment. ECON, however, does need to make a change to the Empl Rcd# for their classes since 2 is the record row for the ECON appointment. Contact the Academic Scheduling APDB Coordinator for additional information.

Look Up Empl Rcd#

EmpID: 000058798

Empl Rcd Nbr: = [dropdown] [input]

Department ID: begins with [dropdown] [input]

Job Code: begins with [dropdown] [input]

[Look Up] [Clear] [Cancel] [Basic Lookup](#)

Search Results

CLICK TO VIEW ALL First 1-2 of 2 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	CF0650	Information & Decision Science	2358	Lecturer AY Emp		Active
2	CF1015	Economics	2358	Lecturer AY Emp		Active

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 001132 Course Offering Nbr: 1
 Academic Institution: CSU San Bernardino
 Term: Winter 2008 Undergrad
 Subject Area: ECON Economics
 Catalog Nbr: 372 BUSINESS CYCLES

Class Sections Find | CLICK TO VIEW ALL First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 23125 [Class APDB Mapping Values](#)
 Class Section: 01 Component: Seminar Event ID: 000003723

Meeting Pattern Find | CLICK TO VIEW ALL First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 SB0105 24 MWF 12:00PM 1:10PM [x] [] [x] [] [x] [] [] 01/05/2008 03/17/2008
 SB 105 Topic ID: Free Format Topic: [input]
 Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

Instructors For Meeting Pattern Customize | Find | CLICK TO VIEW ALL First 1 of 1 Last

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000058798	Dulgeroff,James	Prim In: [dropdown]	[x]	Approve: [dropdown]	[input]	2	2358

Room Characteristics Customize | Find | 1 of 1 Last

*Room Characteristic	*Quantity
[input]	1

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Correct Empl Rcd# for this instructor assigned to ECON course is 2

1.4 Workload

If the instructor has a Primary Academic Organization that is different than the course’s Academic Organization, and does not have an appointment in the course’s Academic Organization, changes must be made on the Workload page in the Instructors for Meeting pattern section on the Meetings page in the APDB Dept ID field.

The screenshot displays the APDB Meetings page with the following details:

- Course ID:** 005085, **Course Offering Nbr:** 1
- Academic Institution:** CSU San Bernardino
- Term:** Winter 2008, **Undergrad:** Undergrad
- Subject Area:** ESPE, **Special Education:** Special Education
- Catalog Nbr:** 350, **INTRO SPEC POPULATNS-G.E.TCHR:** INTRO SPEC POPULATNS-G.E.TCHR
- Class Sections:** Session: 1, Regular Academic Session, Class Nbr: 22037, Event ID: 000004477
- Meeting Pattern:** Facility ID: UH0243, Capacity: 50, Mtg Start: 6:00PM, Mtg End: 9:50PM, Start/End Date: 01/05/2008 to 03/17/2008
- Instructors for Meeting Pattern:**

ID	Name	Assig Type	APDB Dept ID	Ap Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000112345	Nam, Sang Seok	Instruc	242	✓	100.0000	4.00	✓	26.67

APDB Department

APDB Dept ID defaults from the Basic Data page. If the instructor assigned has a different primary or appointment Academic Org (department) the APDB Dept ID must be changed to the instructor’s primary Academic Org (department) ID. Do not change Academic Org for the course on the Basic Data page. If the Course Academic Org is incorrect contact Academic Scheduling.

i ACADEMIC ORGANIZATIONS

The Academic Organization for a course is located on the Basic Data page.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 005085 Course Offering Nbr: 1

Academic Institution: CSU San Bernardino

Term: Winter 2008 Undergrad

Subject Area: ESPE Special Education [Auto Create Component]

Catalog Nbr: 350 INTRO SPEC POPULATNS-G.E.TCHR

Class Sections

*Session: 1 Regular Academic Session Class Nbr: 22037

*Class Section: 01 Start/End Date: 01/05/2008 03/17/2008

*Component: SEM Seminar Event ID: 000004477

*Class Type: Enrollment

*Associated Class: 1 Add Fee

*Campus: MAIN MAIN

*Location: CSUSB CSU, San Bernardino

Course Administrator: [Search]

*Academic Organization: 241 Special Education

Academic Group: 50 Education

*Holiday Schedule: STUDNT SA Holiday Schedule

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Course Academic Organization is assigned through the curricular process and is NOT changed on the Basic Data page for regular university courses.

The Primary Academic Organization for the instructor can be located on the Instructor Advisor table.

Menu

- My Favorites
- CSU SA Baseline
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Roll Curriculum Data
 - Forward
 - Enrollment Requirements
 - Combined Sections
 - Facility and Event Information
 - Class Roster
 - Grading
- Instructor/Advisor Information
 - Instructor Schedule
 - Instructor Term Workload
 - Instructor/Advisor Table**
 - Instructor/Advisor Report Table
 - Instructor/Advisor Role Table
 - Instructor Assignment Class
 - Assignment Type
- Learning Management Systems
- Academic Advising
 - Set Up HRMS
 - Set Up SACR
 - Worklist
 - Tree Manager

Instructor/Advisor Table | Approved Courses

Sang Seok Nam 000112345

Instructor Details

*Effective Date: 01/01/1901 *Status: Active

*Instructor Type: Instructor Advisor

*Academic Institution: SBCMP CSU San Bernardino

*Primary Acad Org: 242 Educational Psychology/Counsel

*Instructor Available: Available

Instructor/Advisor Role

Advisor Number: 1 Percent of Appointment: [Search]

*Academic Career: [Search]

Academic Program: [Search]

Academic Plan: [Search]

Academic Sub-Plan: [Search]

Save Return to Search Notify Update/Display Include Hit

Instructor/Advisor Table | Approved Courses

Open [New Window hyperlink](#) and navigate to Curriculum Management>Instructor Advisor>Instructor Advisor Table. Enter the instructor's ID and click on the yellow search button (if multiple names are returned for the instructor you can select any of the name rows).

The APDB Dept ID field on the Workload page in the Instructors for Meeting Pattern field must be changed to the appropriate Academic Org for the instructor

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | QL-Interface

Course ID: 005085 **Course Offering Nbr:** 1
Academic Institution: CSU San Bernardino
Term: Winter 2008 Undergrad
Subject Area: ESPE Special Education
Catalog Nbr: 350 INTRO SPEC POPULATNS-G.E.TCHR

Class Sections Find | CLICK to VIEW ALL First 1 of 3 Last

Session: 1 Regular Academic Session **Class Nbr:** 22037 [Class APDB Mapping Values](#)
Class Section: 01 **Component:** Seminar **Event ID:** 000004477

Meeting Pattern Find | CLICK to VIEW ALL First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date
UH0243	50	M	6:00PM	9:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/05/2008 - 03/17/2008

UH 243 **Topic ID:** **Free Format Topic:** Print Topic On Transcript

[Contact Hours](#)
[Meeting APDB Mapping Values](#)

Instructors for meeting pattern Customize | First | CLICK to VIEW ALL First 1 of 1 Last

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment ETE %
000112345	Nam,Sang Seok	Instruct	241	<input checked="" type="checkbox"/>	100.0000	4.00	<input checked="" type="checkbox"/>	26.67

Room Characteristics Customize | Find | First 1 of 1 Last

Workload tab

APDB Dept ID defaults to Academic Organization for the course (241). The Instructor's Primary/Appointment Academic Org is 242.

Enter the Academic Org for the instructor in the APDB Dept ID field (and save):

Basic Data | **Meetings** | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID: 005085 Course Offering Nbr: 1
 Academic Institution: CSU San Bernardino
 Term: Winter 2008 Undergrad
 Subject Area: ESPE Special Education
 Catalog Nbr: 350 INTRO SPEC POPULATNS-G.E.TCHR

Class Sections Find | CLICK to VIEW ALL First 1 of 3 Last
 Session: 1 Regular Academic Session Class Nbr: 22037 Class APDB Mapping Values
 Class Section: 01 Component: Seminar Event ID: 000004477

Meeting Pattern Find | CLICK to VIEW ALL First 1 of 1 Last
 Facility ID: UH0243 Capacity: 50 Pat: M Mtg Start: 6:00PM Mtg End: 9:50PM M: [x] T: [] W: [] T: [] F: [] S: [] S: [] Start/End Date: 01/05/2008 - 03/17/2008
 UH 243 Topic ID: Free Format Topic: []
 Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

Instructors For Meeting Pattern Customize | Find | CLICK to VIEW ALL First 1 of 1 Last
 Assignment Workload

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000112345	Nam,Sang Seok	Instruct	242	[x]	100.0000	4.00	[x]	26.67

Room Characteristics Customize | Find First 1 of 1 Last
 Room Characteristic: Quantity: 1

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Correct APDB Dept. ID (Academic Org number) for this instructor assigned to ESPE course

Load Factor

Defaults to 100%. Multiple faculty assignments should have split percentages totaling 100%. Additional workload information is available in the User Guide Instructor Term Workload/FTF.

Instructors For Meeting Pattern Customize | Find | CLICK to VIEW ALL First 1-2 of 2 Last

Assignment Workload

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000458730	Bernabe Jr,Darrell Sagisi	Instruct	515	[x]	99.0000	6.00	[]	40.00
001653976	Stafford,Kathy J	Instruct	515	[x]	1.0000	0.06	[]	0.40

As assignments are made the Term Workload page will populate with the instructional assignment information for the faculty member. Additional information is available in the User guide Instructor Term Workload and Faculty Term File.

- Menu
- My Favorites
- CSU SA Baseline
- Self Service
- Recruiting
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Roll Curriculum Data
 - Forward
- Enrollment Requirements
- Combined Sections
- Facility and Event Information
- Class Roster
- Grading
- Instructor/Advisor Information
 - Instructor Schedule
 - Instructor Term Workload
 - Instructor/Advisor Table
 - Instructor/Advisor Report
 - Instructor/Advisor Role Table
 - Instructor Assignment Class
 - Assignment Type
- Learning Management Systems
 - Academic Advising
 - Set Up HRMS
 - Set Up SACR
 - Worklist

Term Workload

Antonio, Janys Nordeen ID: 000017562

Workload Definition End | CLICK to VIEW ALL First 2 of 10 Last

Academic Institution: SBCMP CSU San Bernardino **Total Term FTE%** 95.32 Show previous row

Term: 2099 Fall 2009

Instructor Assignment Class: PART Part-time Non Tenure Track **Primary Department:** 421

Calculate Workload: **Assigned FTE %:** 999.00

Limit Workload: **Instructor Multiplier %:** 100

APDB Departmental Assignments			
Department	IFF	IAF	OSF
421	0520	0000	0000
Primary Assignment			
711	0413	0000	0000
Other Assignment			

Workload Assignment		Job Code		Class		Comb Sects		Assgn Type		APDB Dept ID		Work Load		App Load		Assignment FTE %	
Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Assgn Type	Assgn Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %						
THEA LAB/PERFORM	TA	221	02	82857		Instruct	Assign Type Reason	711	1.30	<input checked="" type="checkbox"/>	8.67						
DAN 200/300A					0011	Instruct	Assign Type Reason		2.60	<input checked="" type="checkbox"/>	17.33						
DAN 200/300D					0013	Instruct	Assign Type Reason		2.60	<input checked="" type="checkbox"/>	17.33						
DANCE: AEROBIC	KINE	150A	01	80581		Instruct	Assign Type Reason	421	2.60	<input checked="" type="checkbox"/>	17.33						
DANCE: LOW-IMPACT AEROBIC	KINE	150B	01	80582		Instruct	Assign Type Reason	421	2.60	<input checked="" type="checkbox"/>	17.33						
DANCE: STEP AEROBI	KINE	150C	01	80583		Instruct	Assign Type Reason	421	2.60	<input checked="" type="checkbox"/>	17.33						

2.0 INSTRUCTOR/ADVISOR SCHEDULE

The Instructor's Schedule provides a way of viewing all class meetings for an instructor within a term.

Navigate to Curriculum Management > Instructor/Advisor > Instructor Schedule

2.1 Find an Existing Value

Enter search criteria. Term is required. Enter instructor last name if ID is not known.

Menu

- My Favorites
- CSU SA Baseline
- Self Service
- Recruiting
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Roll Curriculum Data Forward
 - Enrollment Requirements
 - Combined Sections
 - Facility and Event Information
 - Class Roster
 - Grading
- Instructor/Advisor Information
 - Instructor Schedule**
 - Instructor Term Workload

Instructor Schedule
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Term: begins with []

ID: begins with []

Last Name: begins with []

First Name: begins with []

Search Clear Basic Search Save Search Criteria

Click Search

Instructor Schedule 1

Instructor Schedule

ID: 000006122 Larry Gaines

Term: 2068 Fall 2006

Instructor Schedule | Instructor Schedule 2

Class Number	Subject	Catalog	Section	Component	Class Title	Start Time	End Time	Meeting Days	Building	Room
82958	CJUS	311	01	SEM	RSRCH METH IN CJUS	8:00AM	9:10AM	MWF	PE	129
82959	CJUS	311	02	SEM	RSRCH METH IN CJUS	9:20AM	10:30AM	MWF	PE	129
82960	CJUS	311	03	SEM	RSRCH METH IN CJUS	2:40PM	3:50PM	MWF	PE	129

Return to Search Notify

Instructor Schedule 2

Instructor Schedule

ID: 000006122 Larry Gaines

Term: 2078 Fall 2007

Instructor Schedule		Instructor Schedule 2										
Class Number	Subject	Catalog	Section	Component	Class Title	Start Date	End Date	Session	Institution	Acad Group	Contact Minutes	
86412	CJUS	460	01	SEM	ALCOHL,DRUG&CJUS	09/20/2007	12/03/2007	Regular	SBCMP	31		
86474	CJUS	595D	01	SUP	INDEPENDENT STUDY	09/20/2007	12/03/2007	Regular	SBCMP	31		
80349	PLST	575	01	SUP	INTERNSHIP IN PLST	09/20/2007	12/03/2007	Regular	SBCMP	31		

[Return to Search](#) [Notify](#)