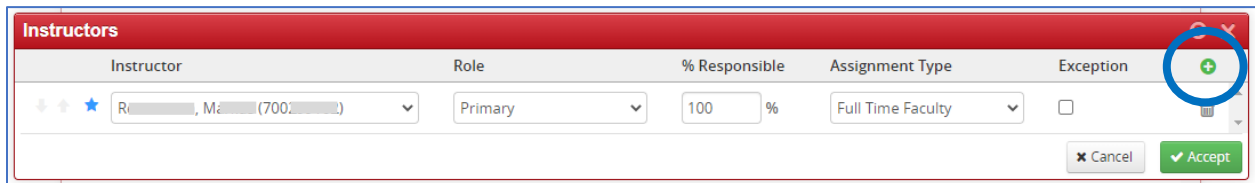


## Guide to Adding Additional Instructors to a Course

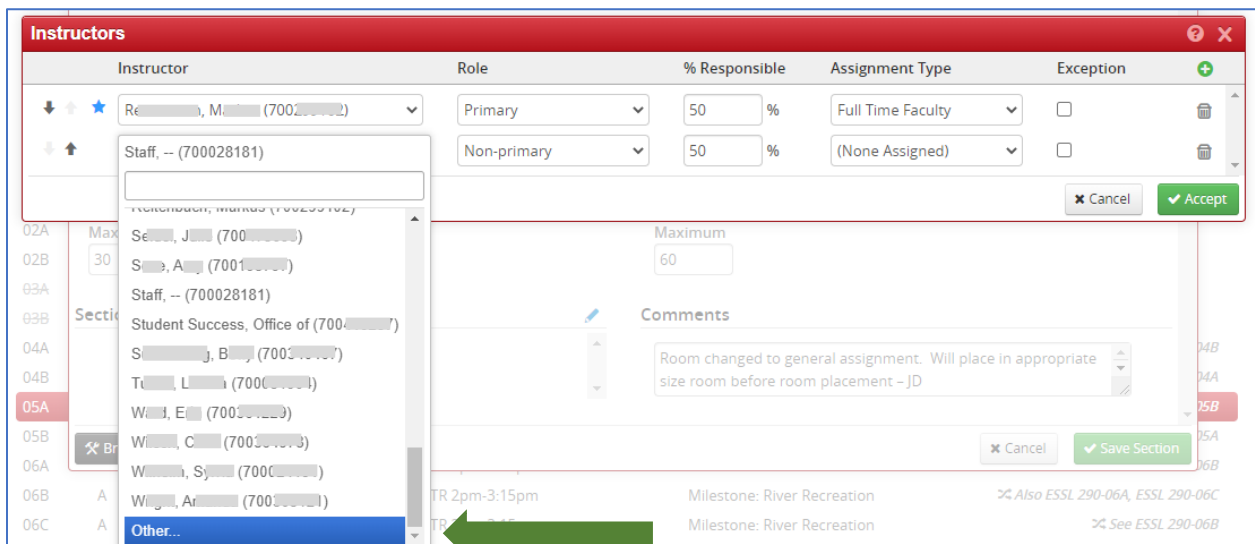
Click on Pencil Icon.



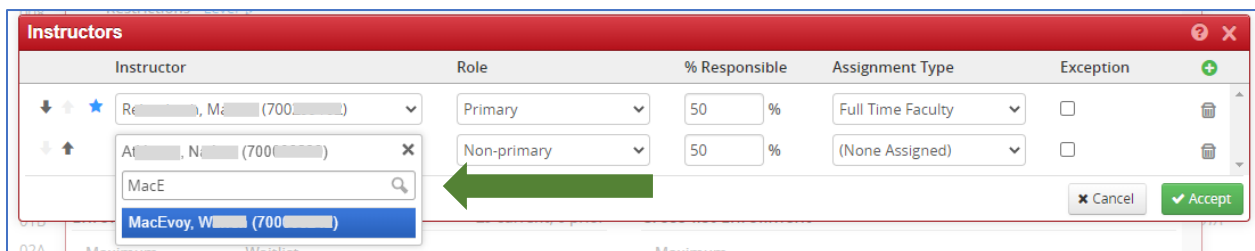
Click on the Green Plus Sign.



Select "Other" in drop down menu.



Type the instructor you are looking for in the text box, and then select the instructors name when it appears.



Make sure that all other information within this section is correct (Role, % responsibility, Assignment type). Once it is all correct, click on the green “Accept” button.

Instructor	Role	% Responsible	Assignment Type	Exception
Re [redacted], Ma [redacted] (7002[redacted])	Primary	50 %	Full Time Faculty	<input type="checkbox"/>
M [redacted], W [redacted] (700[redacted])	Non-primary	50 %	(None Assigned)	<input type="checkbox"/>

Buttons:

Finally, if all other information is correct then you will click on the green “Save Section” button in the bottom right corner to submit the changes requested.

**Edit Section – ESSL 290-05A: Maverick Milestone (CRN: 22435; CLSS ID: 2607)**

**Section Information**

Title/Topic	Milestone: Bitcoin	Part of Term	Full Term - 1 (8/17/20 to 12/10/20)
Section #	05A	Campus	Main Campus
Credit Hrs	3	Delivery	Classroom Based
Status	Active	Schedule Print	Yes
Permission	(None Assigned)	Instr. Activity	Lecture
Session	Day Session	Cross-list With	ESSL 290-05B

Restrictions [Level](#)

**Section Attributes** *None Selected* | **Course Attributes** *None Assigned*

<b>Instructor</b>	<b>Room</b>	<b>Schedule</b>
Re [redacted], M [redacted] (7002[redacted]) M [redacted], W [redacted] (700[redacted])	H 139 - Houston Hall 139 (120)	MWF 10am-10:50am

**Enrollment** 29 current, 0 prior | **Cross-list Enrollment**

Maximum	Waitlist	Maximum
30	0	60

**Section Notes** | **Comments**

Room changed to general assignment. Will place in appropriate size room before room placement - JD

Buttons: