

Guide to Adding an Instructor to Each Meeting Session of a Course with Multiple Meeting Sessions

When a course has multiple meeting sessions, the instructor of the course must be assigned to all meeting sessions for instructor scheduling and FLAC reasons.

Courses that have multiple meeting sessions will have “Multiple Rooms” listed under **Rooms** on the Create/Edit section screen.

Create Section – ESSL 290: Maverick Milestone

Section Information

Title/Topic: Part of Term:
Section #: Campus:
Credit Hrs:
Delivery: Status:
Schedule Print: Permission:
Instr. Activity: Session:
Cross-list With: Restrictions:

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

Instructor *F..., T... (7...)* **Room**
Room Needs *Special Request*

Schedule

Enrollment *0 current* **Section Notes** *None Assigned*

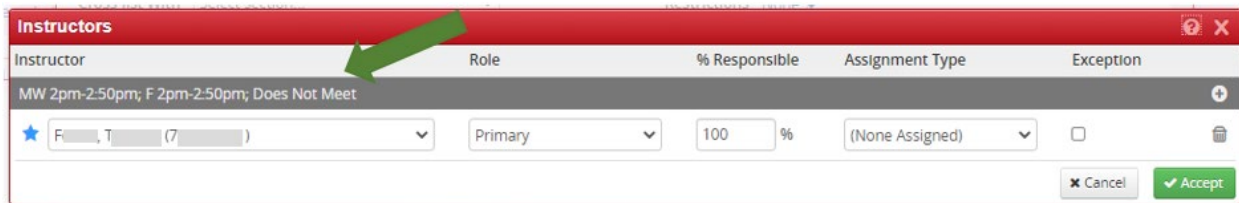
Maximum: Waitlist:

Comments

To add an instructor to all meeting sessions, click on the pencil icon next to instructor.

Instructor

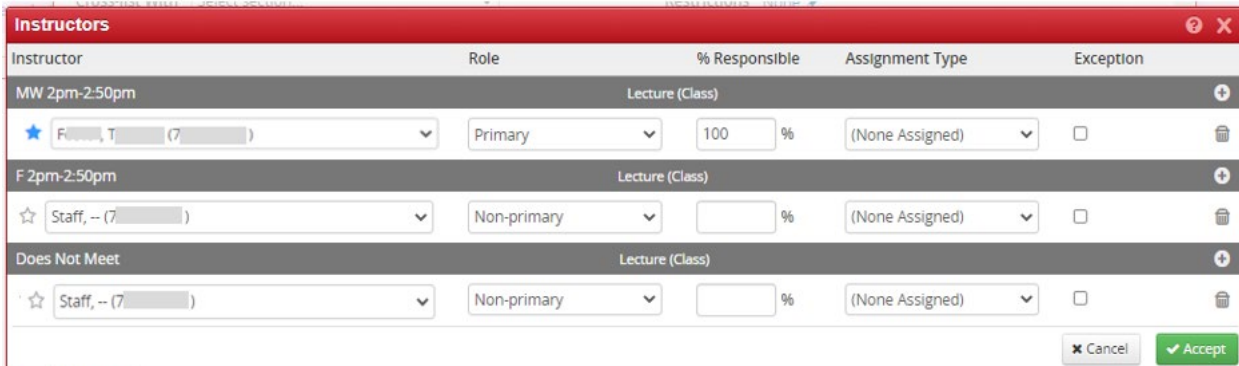
On the instructor pop up window, the multiple meeting sessions are listed on the grey bar and will need to be separated and have the instructor assigned to each meeting session.



Instructor	Role	% Responsible	Assignment Type	Exception
MW 2pm-2:50pm; F 2pm-2:50pm; Does Not Meet				
★ F (7)	Primary	100 %	(None Assigned)	<input type="checkbox"/>

Cancel Accept

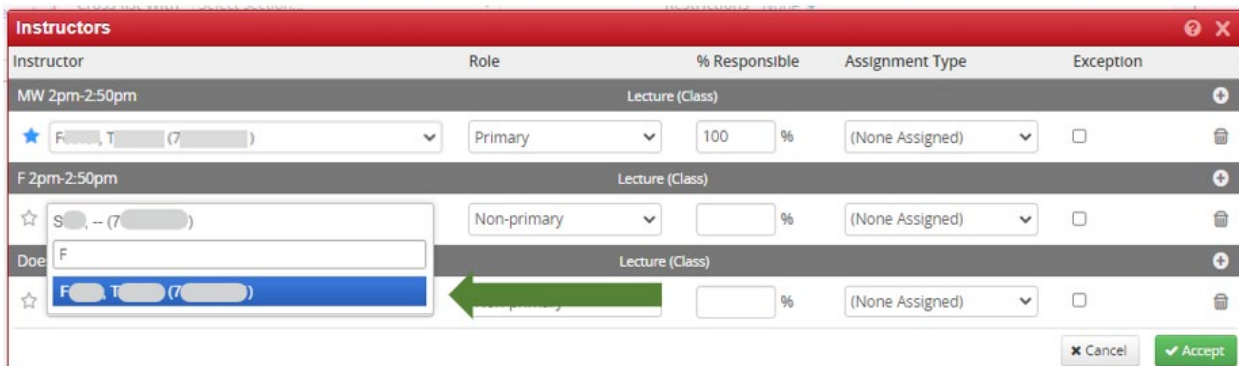
Click on each meeting session to separate it on its own individual line.



Instructor	Role	% Responsible	Assignment Type	Exception
MW 2pm-2:50pm				
★ F (7)	Primary	100 %	(None Assigned)	<input type="checkbox"/>
F 2pm-2:50pm				
☆ Staff, -- (7)	Non-primary	%	(None Assigned)	<input type="checkbox"/>
Does Not Meet				
☆ Staff, -- (7)	Non-primary	%	(None Assigned)	<input type="checkbox"/>

Cancel Accept

Next you will need to assign the same instructor to all meeting sessions for the course. For each meeting session, type the instructors name in the text box, and then select the instructors name when it appears.



Instructor	Role	% Responsible	Assignment Type	Exception
MW 2pm-2:50pm				
★ F (7)	Primary	100 %	(None Assigned)	<input type="checkbox"/>
F 2pm-2:50pm				
☆ S, -- (7)	Non-primary	%	(None Assigned)	<input type="checkbox"/>
Does Not Meet				
☆ F (7)	Non-primary	%	(None Assigned)	<input type="checkbox"/>

Cancel Accept

Next you will need to make sure that the Role, % responsibility, Assignment type are listed correctly.

For courses with multiple meeting sessions, the Role, % responsibility, and Assignment type have a specific assignment for each meeting session.

- For the first meeting session line, the Role must be set to “Primary”, % responsibility must be set at 100%, and the Assignment type is determined by the department.
- For the second, third, or more meeting session lines, the Role must be set to “Non-Primary”, % responsibility must be set at “0%”, and the Assignment type must be set at “Non Primary Session”. This is important to ensure that FLAC is paid to instructors correctly.

Once it is all correct, click on the green “Accept” button.

Instructor	Role	% Responsible	Assignment Type	Exception
MW 2pm-2:50pm Lecture (Class) +				
★ F, T (7)	Primary	100 %	Full Time Faculty	<input type="checkbox"/>
F 2pm-2:50pm Lecture (Class) +				
★ F, T (7)	Non-primary	0 %	Non-Primary Session	<input type="checkbox"/>
Does Not Meet Lecture (Class) +				
★ F, T (7)	Non-primary	0 %	Non-Primary Session	<input type="checkbox"/>
				<input type="button" value="Cancel"/> <input type="button" value="Accept"/>

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

Create Section – ESSL 290: Maverick Milestone			
Section Information			
Title/Topic	Maverick Milestone (Default Value)	Part of Term	Full Term - 1 (8/23/21 to 12/16/21)
Section #	021	Campus	Main Campus
Delivery	Blended (Hybrid)	Credit Hrs	3
Schedule Print	Yes	Status	Active
Instr. Activity	Lecture	Permission	Instructor's Permission
Cross-list With	Select section...	Session	Day Session
Restrictions		None	
Section Attributes		Course Attributes	
None Selected		None Assigned	
Instructor	Room	Schedule	
F, T (7)	Multiple Rooms	MWF 2pm-2:50pm	
Room Needs			
Special Request			
Enrollment		Section Notes	
Maximum	Waitlist	None Assigned	
25	25		
Comments			
<div> <div>**Room Request - F 2:00pm-2:50pm session, please place in a MAC computer Lab</div> </div>			
<input type="button" value="Bridge Tools"/>		<input type="button" value="Cancel"/> <input type="button" value="Save Section"/>	