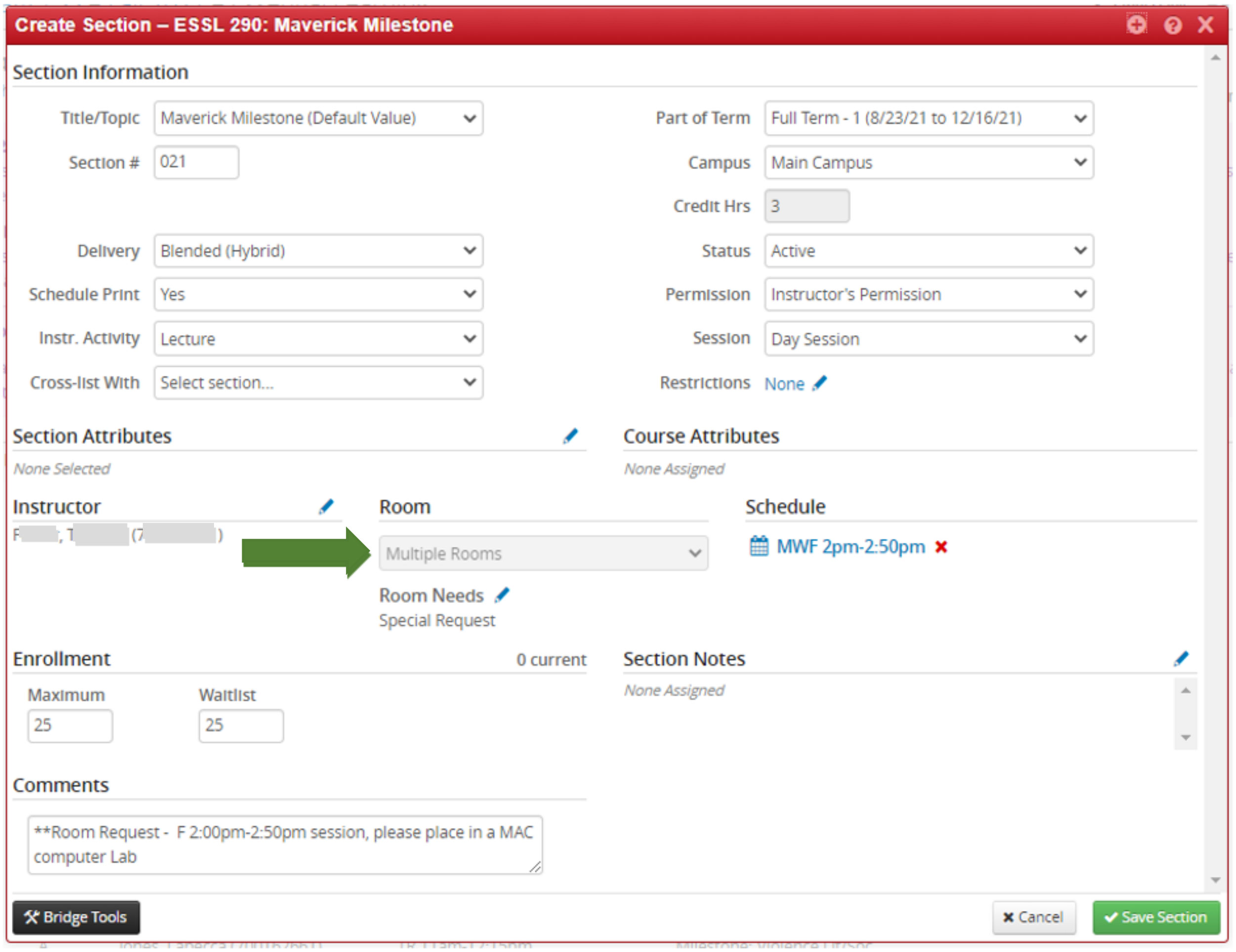
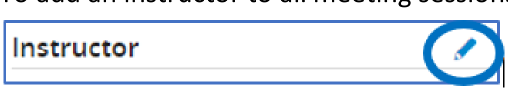
Guide to Adding an Instructor to Each Meeting Session of a Course with Multiple Meeting Sessions

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.

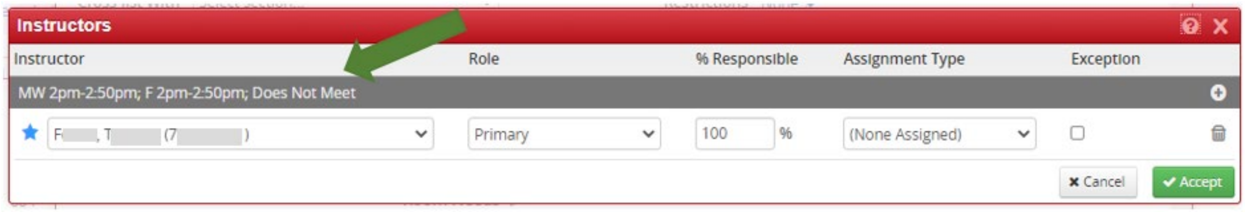
Courses that have multiple meeting sessions will have “Multiple Rooms” listed under **Rooms** on the Create/Edit section screen.



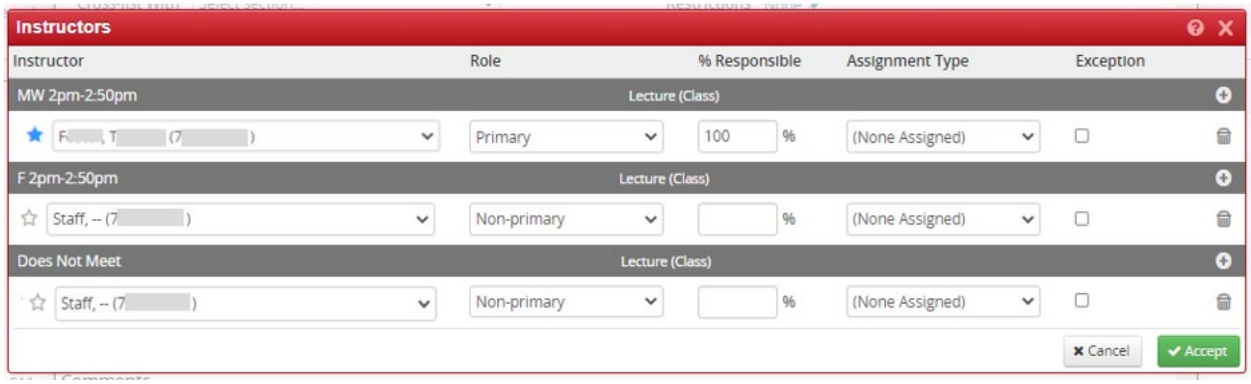
To add an instructor to all meeting sessions, click on the pencil icon next to instructor.



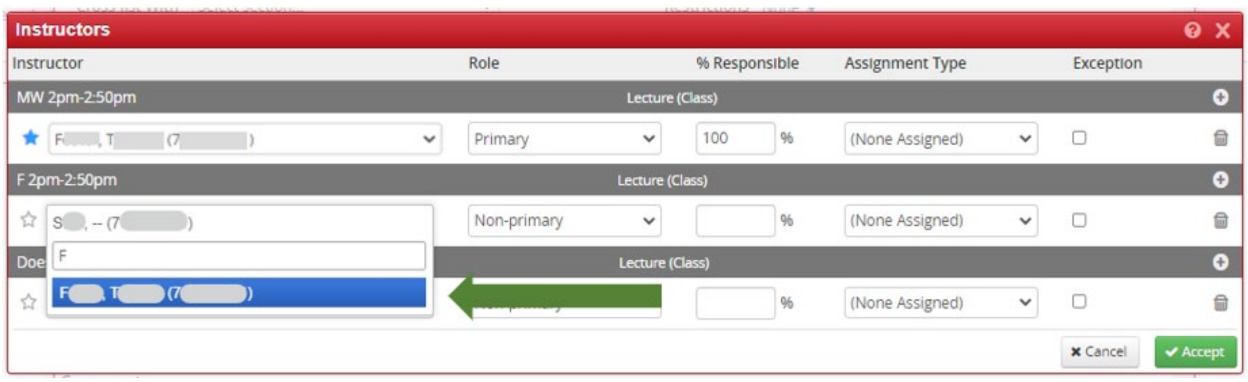
On the instructor pop up window, the multiple meeting sessions are listed on the grey bar and will need to be separated and have the instructor assigned to each meeting session.



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



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.

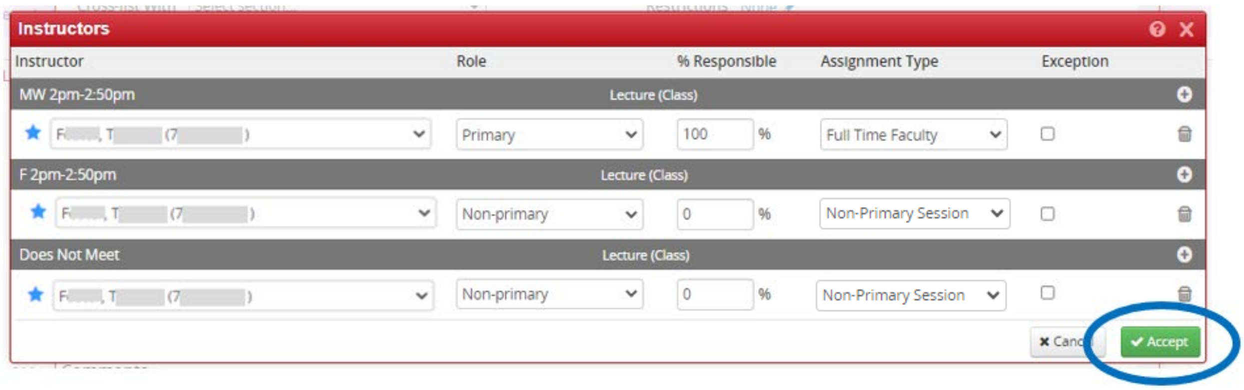


Next you will need to make sure that the Role, % responsibility, Assignment type are listed correctly.

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.



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.