

## Assigning an Instructor Not Listed in Drop-Down Menu

Click on the pencil icon to change the instructor.

**Edit Section – ENGL 112-R72: English Composition II-GTCO2 (CRN: 22447; CLSS ID: 2661)**

**Section Information**

Title/Topic: English Composition II-GTCO2 (Default V) | Part of Term: Full Term - 1 (8/17/20 to 12/10/20)  
Section #: R72 | Campus: Montrose Campus  
Credit Hrs: 3 | Delivery: Classroom Based  
Status: Active | Schedule Print: Yes  
Permission: (None Assigned) | Instr. Activity: Lecture  
Session: Day Session | Cross-list With: Select section...

Restrictions: [Level](#)

**Section Attributes** | **Course Attributes**

Essential Learning English | Essential Learning English  
Statewide Transfer-GT Pathways | Statewide Transfer-GT Pathways

**Instructor** | **Room** | **Schedule**

S. A. (70000000) | MONT 206 - Montrose Campus 206 (27) | MW 3pm-4:15pm

**Enrollment** | **Section Notes**

6 current, 0 prior

Maximum: 26 | Waitlist: 26

**Comments**

Second section of ENGL 112 for Montrose Campus  
This is standard pattern for Montrose.

Bridge Tools | Cancel | Save Section

Under Instructor, click on the drop-down arrow.

**Instructors**

Instructor	Role	% Responsible	Assignment Type	Excep...
S. A. (70000000)	Primary	100 %	Adjunct 1-8 Credits for t	

Cancel | Accept

Select other to be able to search for the instructor you need.

**Instructors**

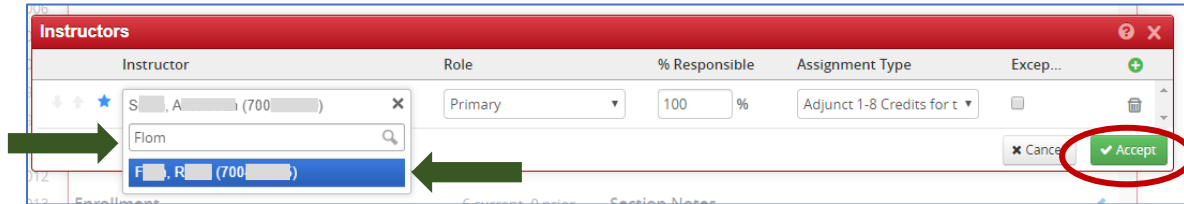
Instructor	Role	% Responsible	Assignment Type	Excep...
S. A. (70000000)		100 %	Adjunct 1-8 Credits for t	

Other...

Cancel | Save Section

In the text box, start typing the instructors name (last name, first name). Once you see the name of the instructor, click on their name to highlight it blue. Make any changes you may need to the “Assignment Type” (if you know what it should be), then click on the green “Accept” button.

*Note:* If instructor is not listed when you search by their name, it means that they have not be entered into Banner by Human Resources yet. In that instance, you will need to contact HR to get the instructor set up in Banner before you will be able to select them in CLSS.



Finally, click on the green “Save Section” button to save your changes.

