

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: 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 [Name], T [Name] (7) | Multiple Rooms | MWF 2pm-2:50pm

Room Needs | Special Request

Enrollment | **Section Notes**

0 current | None Assigned

Maximum: 25 | Waitlist: 25

Comments

**Room Request - F 2:00pm-2:50pm session, please place in a MAC computer Lab

Bridge Tools | Cancel | Save Section

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

Instructor [Pencil Icon]

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, T (7)	Primary	100 %	(None Assigned)	<input type="checkbox"/>

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

Instructor	Role	% Responsible	Assignment Type	Exception
MW 2pm-2:50pm				
★ F, T (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"/>

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

Instructor	Role	% Responsible	Assignment Type	Exception
MW 2pm-2:50pm				
★ F, T (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, T (7)		%	(None Assigned)	<input type="checkbox"/>

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 match what the first meeting session has set as its Assignment Type.

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 %	Full Time Faculty	<input type="checkbox"/>
Does Not Meet Lecture (Class)				
★ F, T (7)	Non-primary	0 %	Full Time Faculty	<input type="checkbox"/>

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: <input type="text" value="Maverick Milestone (Default Value)"/>	Part of Term: <input type="text" value="Full Term - 1 (8/23/21 to 12/16/21)"/>
Section #: <input type="text" value="021"/>	Campus: <input type="text" value="Main Campus"/>
Delivery: <input type="text" value="Blended (Hybrid)"/>	Credit Hrs: <input type="text" value="3"/>
Schedule Print: <input type="text" value="Yes"/>	Status: <input type="text" value="Active"/>
Instr. Activity: <input type="text" value="Lecture"/>	Permission: <input type="text" value="Instructor's Permission"/>
Cross-List With: <input type="text" value="Select section..."/>	Session: <input type="text" value="Day Session"/>
Restrictions: <input type="text" value="None"/>	

Section Attributes

None Selected

Course Attributes

None Assigned

Instructor

Room

Room Needs:

Schedule

Enrollment

0 current

Maximum: <input type="text" value="25"/>	Waitlist: <input type="text" value="25"/>
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Section Notes

None Assigned

Comments