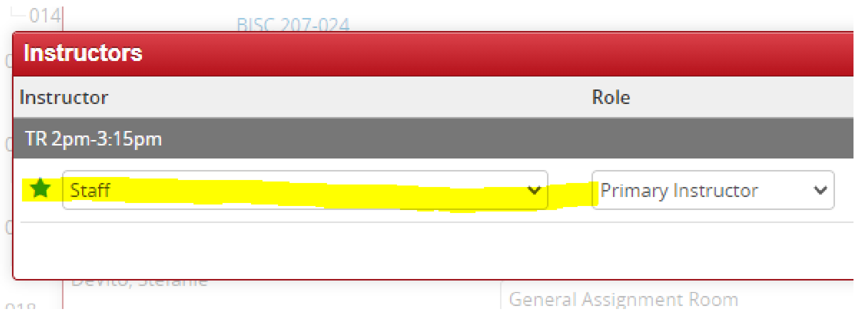
Adding/Changing Instructors and Workload

1. Open or Create section
2. Navigate to the Instructor section
3. Click on the pencil icon
4. From dropdown menu choose the Instructor or TA name



    a. If Instructor or TA name is not in the dropdown, please submit the [Amend Instructor/Advisor Table Form]
    b. While in Plan Phase-Design Mode, names will not be available in CLSS until the day after the Scheduling Office adds them to UDSIS
    c. While in All Phases of Refine Mode, names will be available in CLSS shortly after the Scheduling Office adds them to UDSIS

5. Choose their role, Workload (Responsibility), Roster access, and whether their name should Print in Courses Search
6. If an instructor row needs to be deleted, click the trash can to the right of that row
7. Click Accept when done