

Instructions for reviewing/revising the Instructor Workloads in UDSIS

- Enter UDSIS- go to Curriculum Management>Schedule of Classes>Maintain Schedule of Classes
- Enter the term, subject area and catalog number – click on Search.
- Go to the Meetings tab and confirm that the faculty ID listed in the “Instructors for Meeting Pattern” is accurate.
Enter the “Instructor Role”, check the “Print” box if their name should appear in the Reg Book, and choose their “Access”.
- Click on the 2nd tab in that box-“Workload”

The screenshot shows the UDSIS interface for maintaining a meeting pattern. The 'Meetings' tab is selected. Below the 'Meeting Pattern' section, the 'Instructors For Meeting Pattern' sub-tab is active. It displays a table with the following data:

ID	Name	Load Factor
20542	Saylor, William W	50.0000
55120	Kniel-Tolbert, Kalmia Elisabeth	50.0000

- The instructor who is listed on the Assignment tab will be listed on the Workload tab. In the “Load Factor” box, enter the appropriate % needed.

Examples:

One instructor teaching the course, enter “100.000” to reflect 100%.

Two instructors co-teaching, enter “50.000” and “50.000” for each to reflect 50%.

Two instructors, one is primary, one is secondary, enter “75.000” for the primary and “25.000” for the secondary.

For multiple faculty teaching ONE section: the percentage should NOT exceed 100%.

Click Save

- The system will take any number. Please make sure the percentages you enter are accurate and add up to 100%.
- Workload percentages will roll from term to term and will need to be reviewed and adjusted if there are any changes to faculty when building a new term.
- For combined courses, changes to the workload need to be made under Curriculum Management>Schedule of Classes>Schedule Class Meetings.