

Before an instructor can be assigned to classes, the instructor must be setup in the Instructor/Advisor Table. If the instructor is not added to the Instructor/Advisor Table they will not display when assigning instructors to the class sections. The following steps will explain how to add and remove an instructor on the Instructor/Advisor Table.

1. Click the **Curriculum Management** link.  
[Curriculum Management](#)
2. Click the **Instructor/Advisor Information** link.  
[Instructor/Advisor Information](#)
3. Click the **Instructor/Advisor Table** link.  
[Instructor/Advisor Table](#)
4. To search for the instructor, enter either the emplid, Last Name or First Name and press **Enter** or **Search**.

## Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Maximum number of rows to return (up to 300):

ID:

Campus ID:

National ID:

Last Name:

First Name:

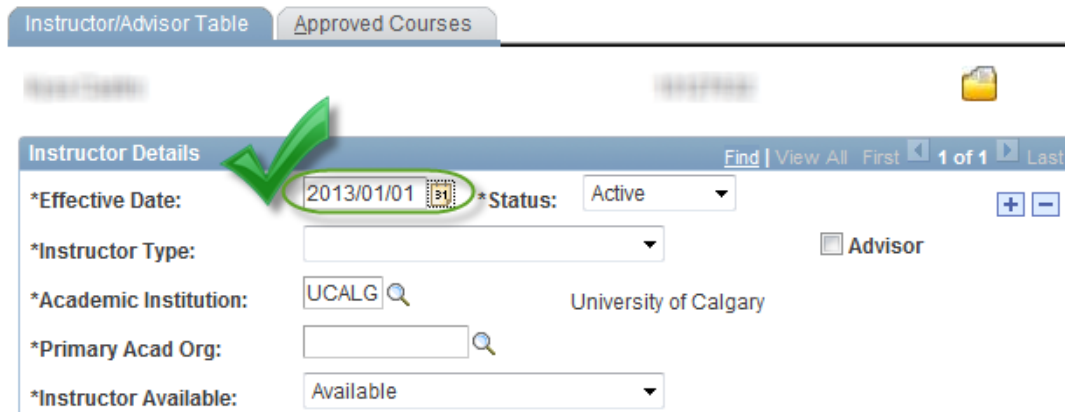
Include History  Correct History  Case Sensitive

[Basic Search](#)

# Adding Instructor to Instructor/Advisor Table

## SA – Schedule of Classes - Timetabling

- On the Instructor/Advisor Table it is **CRITICAL** that the Effective Date **MUST** be the term begin date in order for that instructor to be on the list to assign classes for that term. (Eg September 1, January 1, May 1, July 1). If the Effective Date is incorrect you will not be able to use the instructor for that term. Contact the Scheduling Office for assistance. (For this example, we have selected January 1, 2013).



Instructor/Advisor Table Approved Courses

Instructor Details Find | View All First 1 of 1 Last

\*Effective Date: 2013/01/01 31 \*Status: Active + -

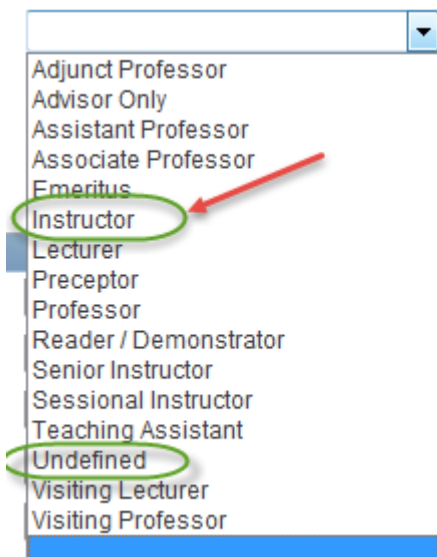
\*Instructor Type: [ ] Advisor

\*Academic Institution: UCALG University of Calgary

\*Primary Acad Org: [ ]

\*Instructor Available: Available

- Click the **Instructor Type** list to view a list of Instructor Types. Select the appropriate InstructorType. If unknown, an Instructor Type can be left as Undefined. For this example we will select Instructor.



Adjunct Professor

Advisor Only

Assistant Professor

Associate Professor

Emeritus

Instructor

Lecturer

Preceptor

Professor

Reader / Demonstrator

Senior Instructor

Sessional Instructor

Teaching Assistant

Undefined

Visiting Lecturer

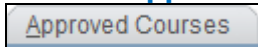
Visiting Professor

7. The Primary Acad Org refers to their primary academic organization within the University. It is their "home" faculty or department of the instructor. A list of approximately 118 Academic Organizations will appear. You may enter the first letter(s) of the org or use the scrollbar to locate the organization. Select the applicable Primary Acad Org. For example: PSYC for Psychology.

Click the **Look up Primary Acad Org** button.



8. Click the **Approved Courses** tab.

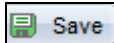


9. The Acad Org (Academic Organization) must also be indicated on the Approved Courses Tab. It is possible to have more than one Acad Org. An additional Acad Org can be added by clicking on the plus "+" sign to add another row.

Click the **Look up Acad Org** button. Tip: To narrow the search results, enter the first letter(s) of the organization name and press Enter, for example P for Psychology.



10. When you have completed these steps press Save to save the changes. Click the **Save** button. The instructor will now be included in the filtered list for the academic org (dept).



# Adding Instructor to Instructor/Advisor Table

SA – Schedule of Classes - Timetabling

## Adding Additional Approved Courses:

The next part of this lesson will be how to add another approved course to the approved courses tab for the instructor.

1. On the Instructor/Advisor Table, enter applicable search criteria and press Search or Enter.  
Click the **Search** button.

## Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Maximum number of rows to return (up to 300):

ID:

Campus ID:

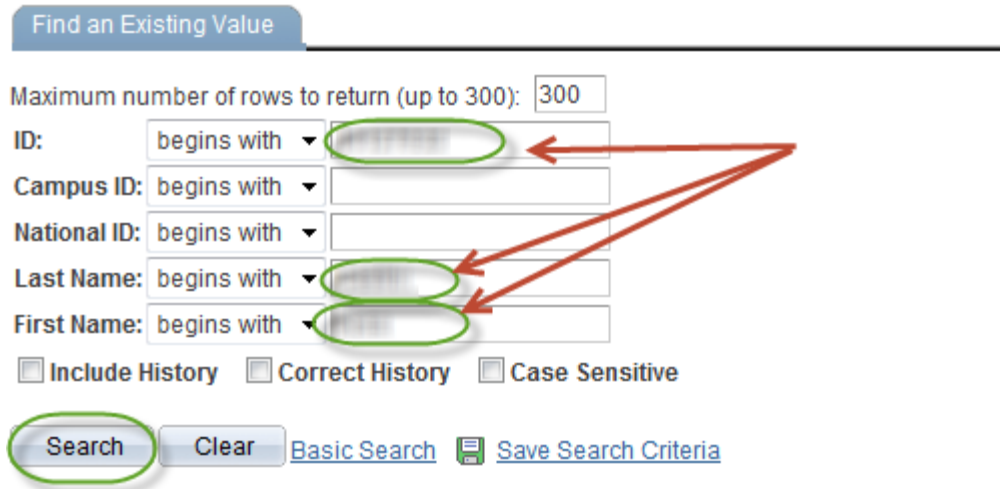
National ID:

Last Name:

First Name:

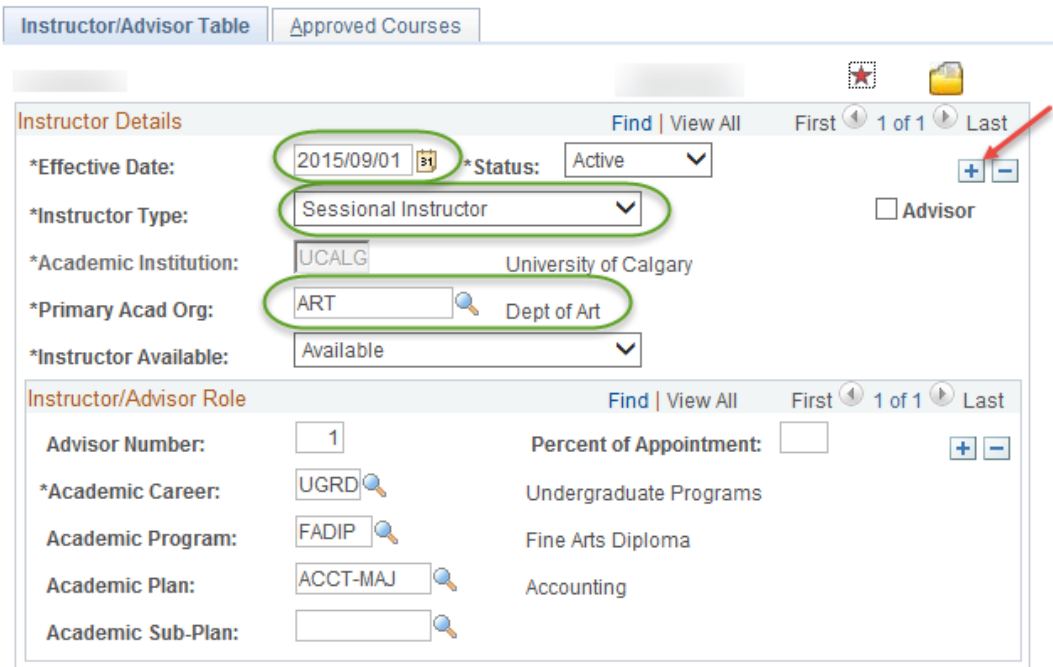
Include History  Correct History  Case Sensitive

[Basic Search](#)



- For this example the instructor is in the primary organization of Dept of Art as a Sessional Instructor and the Effective Date for the Term is September 1, 2015. In order to include another approved course a new row must be added in the Instructor Details.

Click the **Add a new row** button.

**Instructor/Advisor Table** | Approved Courses

**Instructor Details** Find | View All First 1 of 1 Last

\*Effective Date: 2015/09/01 \*Status: Active + -

\*Instructor Type: Sessional Instructor  Advisor

\*Academic Institution: UCALG University of Calgary

\*Primary Acad Org: ART Dept of Art

\*Instructor Available: Available

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment: + -

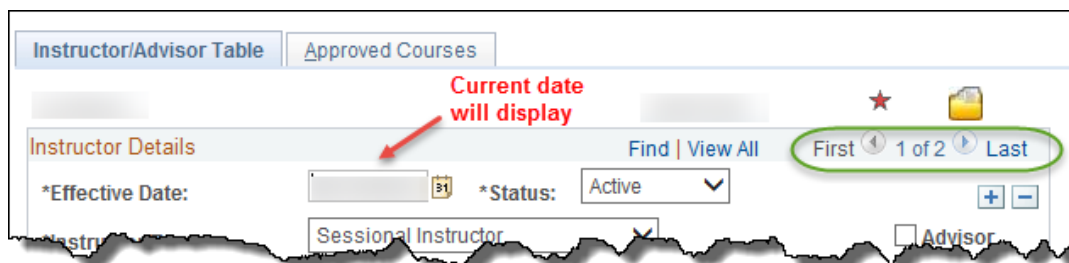
\*Academic Career: UGRD Undergraduate Programs

Academic Program: FADIP Fine Arts Diploma

Academic Plan: ACCT-MAJ Accounting

Academic Sub-Plan:

- Note that the Effective date defaults to the current date. Change the Effective date to another date (e.g. Sept 2, 2015) since you cannot have the same Effective date (e.g. Sept 1, 2015). Also displayed will be the additional row (1 of 2) since a new row was added.



**Instructor/Advisor Table** | Approved Courses

**Instructor Details** Find | View All First 1 of 2 Last

\*Effective Date:  \*Status: Active + -

\*Instructor Type: Sessional Instructor  Advisor

\*Academic Institution: UCALG University of Calgary

\*Primary Acad Org: ART Dept of Art

\*Instructor Available: Available

**Instructor/Advisor Role** Find | View All First 1 of 2 Last

Advisor Number: 1 Percent of Appointment: + -

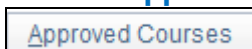
\*Academic Career: UGRD Undergraduate Programs

Academic Program: FADIP Fine Arts Diploma

Academic Plan: ACCT-MAJ Accounting

Academic Sub-Plan:

- Once the date has been changed then the additional approved courses can be added on the Approved Courses tab. Click the **Approved Courses** tab.



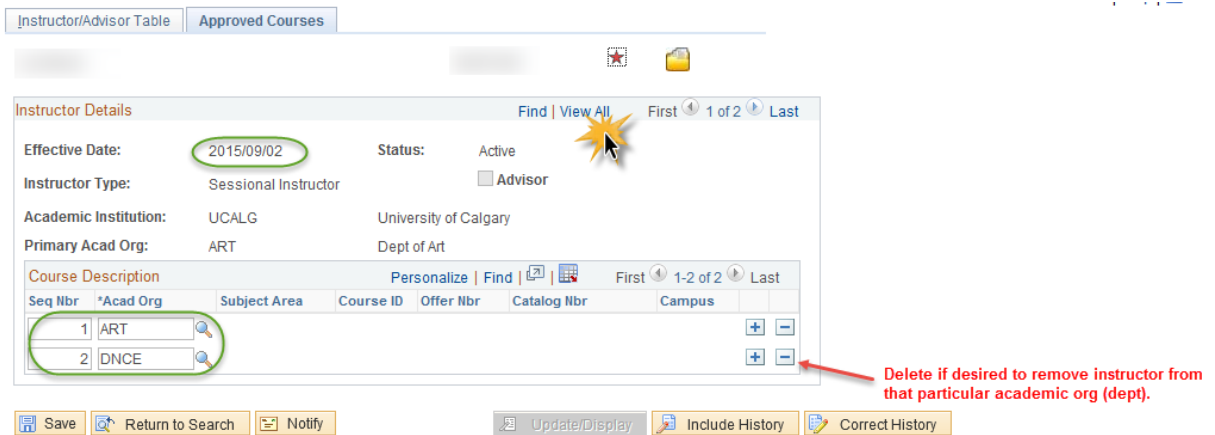
# Adding Instructor to Instructor/Advisor Table

## SA – Schedule of Classes - Timetabling

- The existing approved course(s) display. If desired, existing courses may be deleted if the instructor is no longer associated with the academic org. by clicking on the minus sign to remove the row.

Click on View All to display the added effective dated row of Approved Courses. Click the **View All** link.

[View All](#)



The screenshot shows the 'Instructor/Advisor Table' interface. At the top, there are tabs for 'Instructor/Advisor Table' and 'Approved Courses'. Below this, there are icons for a star and a folder. The main section is titled 'Instructor Details' and includes fields for 'Effective Date' (2015/09/02), 'Instructor Type' (Sessional Instructor), 'Academic Institution' (UCALG), and 'Primary Acad Org' (ART). A 'Status' field is set to 'Active' with an 'Advisor' checkbox. A 'View All' link is highlighted with a yellow starburst. Below the details is a table with columns: 'Seq Nbr', '\*Acad Org', 'Subject Area', 'Course ID', 'Offer Nbr', 'Catalog Nbr', and 'Campus'. The table contains two rows: '1 | ART' and '2 | DNCE'. The '1 | ART' row is circled in green. At the bottom of the table, there are '+' and '-' buttons for each row. A red arrow points to the '-' button for the second row with the text: 'Delete if desired to remove instructor from that particular academic org (dept)'. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

6. Add another row on the newly added row (e.g. 2015/09/02) in the Course Description. Ensure you select the correct row.

Click the **Add a new row** button.



Newly added row

**Instructor Details** Find | View | First 1-2 of 2 Last

Effective Date: ✓ 2015/09/02 Status: Active

Instructor Type: Sessional Instructor  Advisor

Academic Institution: UCALG University of Calgary

Primary Acad Org: ART Dept of Art

**Course Description** Personalize | Find | First 1-2 of 2 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus	
1	ART						+ -
2	DNCE						+ -

Effective Date: 2015/09/01 ✗ Status: Active

Instructor Type: Sessional Instructor  Advisor

Academic Institution: UCALG University of Calgary

Primary Acad Org: ART Dept of Art

**Course Description** Personalize | Find | First 1-2 of 2 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus	
1	ART						+ -
2	DNCE						+ -

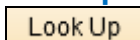
7. Enter the new Academic Org or use the Look up tool. Enter it directly or use the Look up tool.

Click the **Look up Acad Org** button.



8. A list of Academic Orgs display. Use the scroll bar to locate the desired Academic Org or enter part of the dept name in the field. For example "p" for Psychology.

Enter the desired information into the **Academic Organization** field and Click the **Look Up** button. Select the academic org.

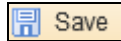


# Adding Instructor to Instructor/Advisor Table

SA – Schedule of Classes - Timetabling



9. When completed press Save to save the newly added Academic Org. The change is immediate and the instructor will now be visible on the filtered list of instructors. Click the **Save** button.



## **End of Procedure.**

This completes the lesson on Adding an Instructor to the Instructor/Advisor Table. Please consult the corresponding job aid at [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining).

Please consult the lesson: Scheduling a New Course or Maintain Schedule of Classes to learn how to add an instructor to a class.