


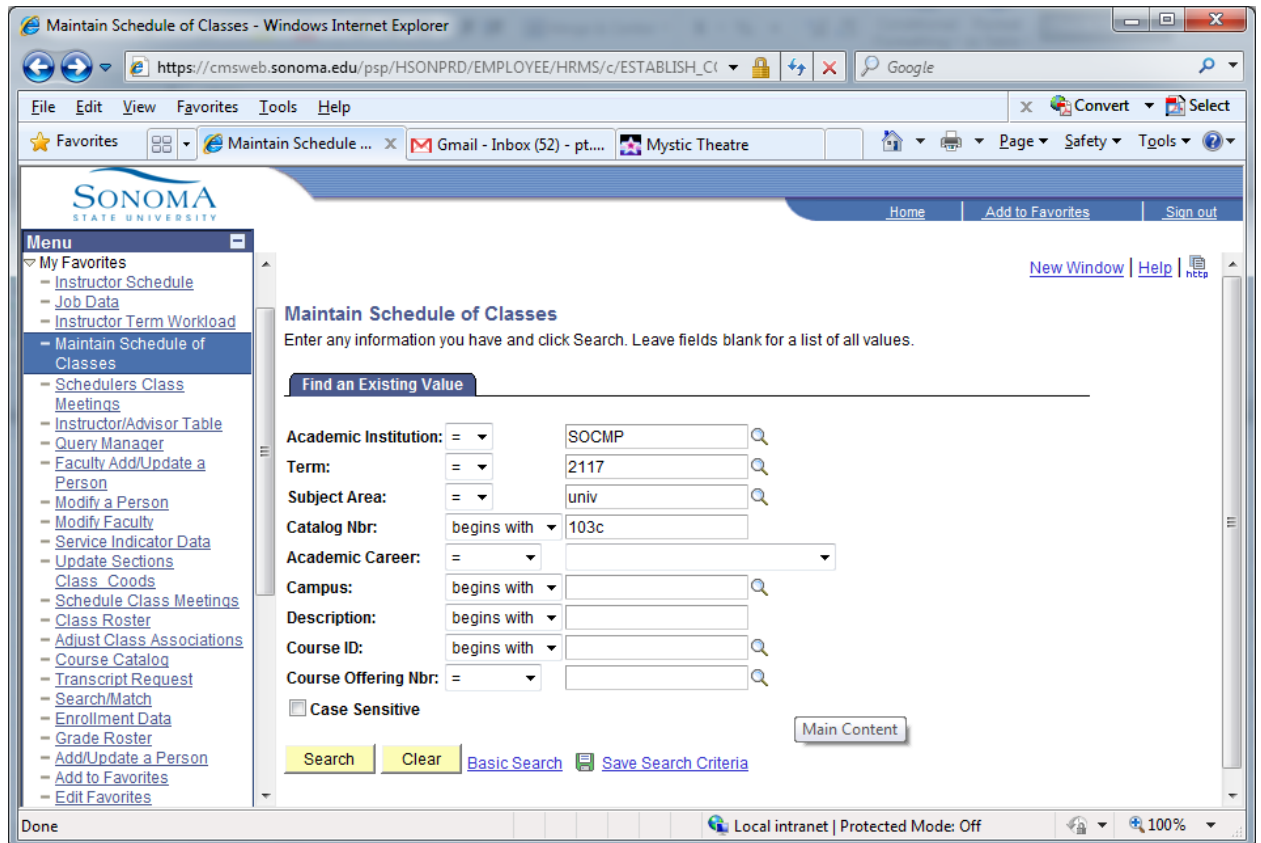


Assigning Faculty to a Course

1. **Enter** Facility ID for the meeting pattern. Use the Search for a Facility utility to find an available facility, if appropriate. Non In-Person instruction modes can use the following:
 - a. ARR – Arranged. Used for Arranged and Off-site courses.
 - b. Online used for Online courses.
2. **Select** Meeting Pattern for the appropriate meeting days.
3. **Enter** Meeting Start and Meeting End to define the time schedule.
4. **Select** EmplID for the Faculty member teaching the course. **Note:** if you are changing faculty from previous session roll the minus key must be used before updating ID# otherwise workload may not calculate correctly.
5. **Select** Instructor Role for the faculty member. Valid values are:
 - a. Prim Instr – Primary Instructor. This is the primary instructor for the course. This is generally the appropriate value and should be used for all instructors/faculty receiving full credit for the course.
 - b. Sec Instr – Secondary Instructor. This is a secondary instructor for the course.
 - c. TA – Teaching Assistant. This is a teaching assistant.
6. **Select** Access to give the appropriate level of grade roster processing for the class. Valid values include:
 - a. Approve – Allows instructor to approve grades on the roster.
 - b. Post – Allows instructor to post grades from the roster onto the enrollment record for each student.
7. **Click**  to insert a row for each instructor for the meeting pattern and repeat steps. This needs to be done for every instructor or individual attached to the class.
8. **Click**  to insert a row for each meeting pattern and repeat steps as appropriate. This needs to be done for every meeting pattern schedule for the class in a separate facility.
9. **Click**  to move to the Enrollment Control tab.



To change EmplRcd# for faculty in Maintain Schedule of Classes Meetings panel.

Maintain Schedule of Classes - Windows Internet Explorer

https://cmsweb.sonoma.edu/psp/HSONPRD/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_DAT

SONOMA STATE UNIVERSITY

Home | Add to Favorites | Sign out

Menu

- My Favorites
 - Instructor Schedule
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 - Update Sections Class Coods
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 - Add/Update a Person
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- SON Customizations
- Self Service
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- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | GL Interface

Course ID: 035315 Course Offering Nbr: 1
 Academic Institution: Sonoma State University
 Term: Fall 2011 Undergrad
 Subject Area: UNIV University & Freshman Studies
 Catalog Nbr: 103C Learning Strategies: Writing

Class Sections Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 4058 Class APDB Mapping Values
 Class Section: 001 Component: Discussion Event ID: 000036451

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 STEV2079 20 M 2:00PM 2:50PM 08/24/2011 12/16/2011

STEV 2079 Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

Instructors For Meeting Pattern Customize | Find | View All First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
003511981	Marquez,Korene E	Prim In:	<input checked="" type="checkbox"/>			1	3088

Room Characteristics Customize | Find First 1 of 1 Last

*Room Characteristic	Quantity
	1

Local intranet | Protected Mode: Off 100%

Tap spyclass to get active Job Code list and select the appropriate EmplRcdNbr based on Faculty Snap posted on server at \\ssu-5\AnalyticStudies\Analytical_Studies\APDB

In this case it is #3.

The screenshot shows a web browser window titled "Maintain Schedule of Classes - Windows Internet Explorer". The address bar displays the URL: https://cmsweb.sonoma.edu/psp/HSONPRD/EMPLOYEE/HRMS/c/ESTABLISH_C. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the Sonoma State University logo and navigation links for Home, Add to Favorites, and Sign out. A left-hand menu lists various system functions, with "Maintain Schedule of Classes" selected. The main content area is titled "Look Up Empl Rcd#" and contains a search form with the following fields:

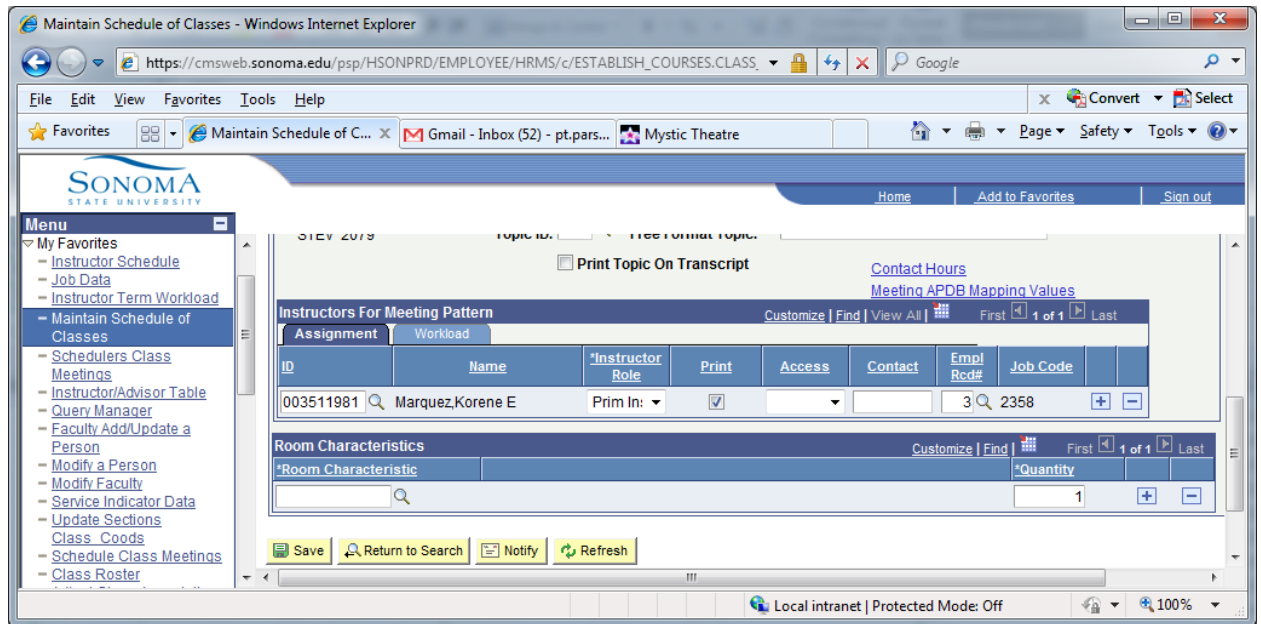
- EmplID: 003511981
- Empl Rcd Nbr: = [dropdown]
- Department ID: begins with [dropdown]
- Job Code: begins with [dropdown]

Buttons for "Look Up", "Clear", and "Cancel" are present, along with a link for "Basic Lookup". Below the form is a "Search Results" section with a table:

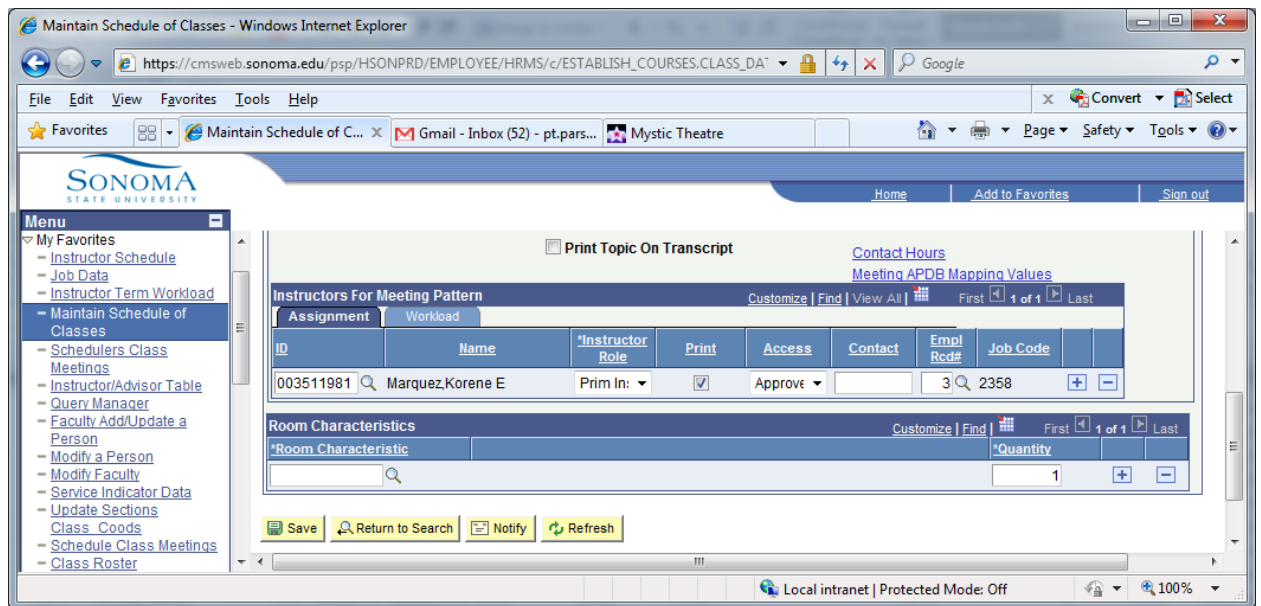
Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
1	1360	University Support Services	3088	SSP III 10 Mo	Emp	Active
2	1017	Writing Center	1800	Casual Worker	Emp	Active
3	1020	Freshman Year Experience	2358	Lecturer AY	Emp	Active

The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and a zoom level of 100%.

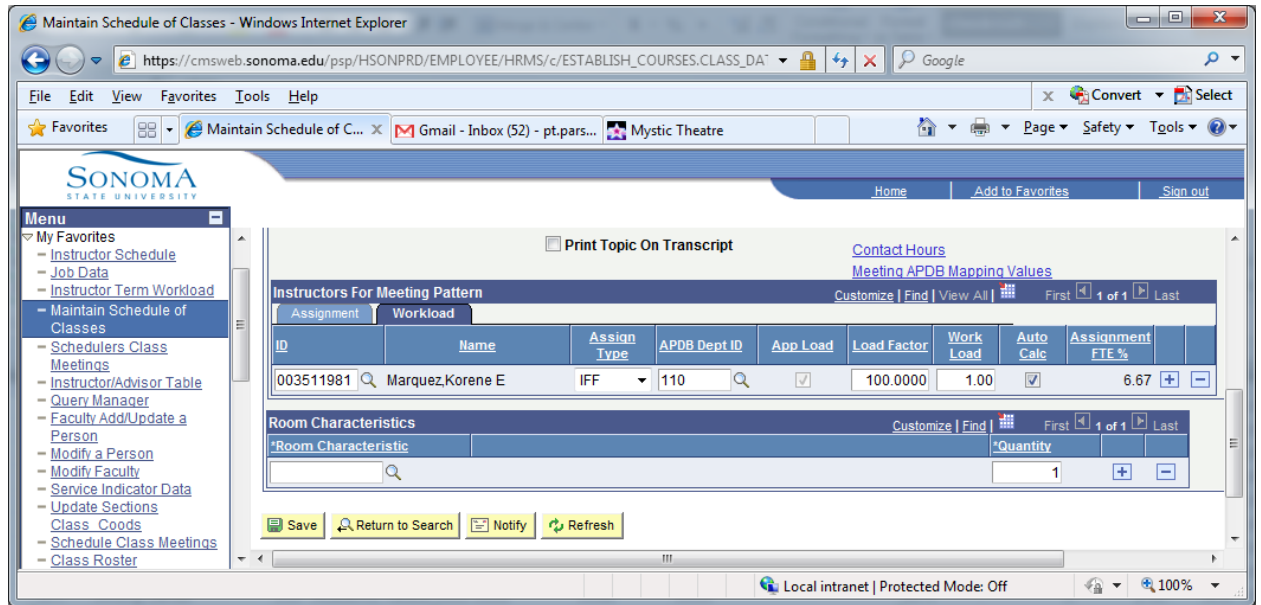
While visiting this panel check to see if instructor has access to grading. Notice Access is blank with an error indicating pull-down menu. If the correct row does not display this indicates that the faculty contract process is not complete in Faculty Affairs. Contact Celeste for Lecturer or Evelyn for Volunteer appointments to confirm when the assignment will become active.



Select approved and save.



Tap the Workload tab and check to ensure Assign Type is IFF, Assignment FTE% is calculating correctly, and workload value is correct.



If you receive a warning when you are saving the change select ok and it will save the change:

