

Entering Instructor Information

Departmental staff may enter instructor information on the SI screen of the Course Offering (CO) system within ADIN. Departments may also browse instructor assignments on the IB screen of the Course Offering (CO) system.

Instructor information is used in various ways by administrative systems. These include:

- Class lists – All instructors listed on the SI screen will have access to view and download electronic class lists in AccessPlus. The first name entered for the time on the top line will print on the class list.
- *Schedule of Classes* – Only one instructor per meeting time may be printed. If more than one name is on file, the name printed is the first one entered for that meeting time.
- Administrative reports – Reports run by Institutional Research utilize instructor information from the ADIN system. It is extremely important that instructor information be on file so that these reports are accurate.

Instructor information for cross-listed courses can be entered by major teaching department only. (Minor department will not even be able to tab to the update fields.) Minor department instructor information is automatically updated when instructor is coded on major department record.

Instructor assignments in ADIN should be complete by the 21st day of classes for the term.

Online Help is available. Position the cursor on the field in question and depress the F1 key. A Help box with instructions will pop up on the screen. To close the Help box, use F3.

If you have questions, contact Barb Hotchkiss at 4-2388 for fall and summer or Marcia Mabee at 4-9374 for spring.

Entry field	Notes
SEG # (Segment Number)	<p>Each time segment is listed on a separate line, with a distinct segment #. See left side of screen. At least one instructor assignment must be made per segment #.</p> <p>MEET SEG # is a five position field. This is where your cursor will appear if you have update access. To begin entering instructor information, determine the segment # for the time to which you want assign an instructor. This is the segment # listed under MEETING TIME information (left side of screen). If Segment 1, enter "1" in the first position under MEET SEG# field in middle of screen. For Segment 2, enter "(space)2" in the second position, etc.</p> <p>Segments do not need to be entered in numerical order. The first instructor coded for Segment 1 will print on class lists. If you have a special circumstance whereby you need to have Segment 2 or Segment 3 instructor's name print on the class list, call Student Scheduling (Barb at 4-2388 for fall or summer; Marcia at 4-9374 for spring).</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFs START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 050 2. DIS T R 8.00A 8.50A 1 ljdoeri 1 050 3. LAB R 8.00A 9.50A 2 11122333 S 1 100 4. 3 99988777 I 1 100 5. 3 papers1 3 3 monitor 4 </pre>

<p>INST ID # (Instructor Identifier) and TYPE</p> <p>Net ID or University ID # or Social Security #</p>	<p>Instructors may be identified by any one of three pieces of information. The easiest is Net ID (the portion of the ISU e-mail address that appears to the left of the @ sign) because it is readily available in the ISU Online Phone Directory and you don't make an entry in the 'TYPE' column. If you use the University ID #, you must type an 'I' in the 'TYPE' column. Likewise, if you use the Social Security #, you must type an 'S' in the 'TYPE' column. This instructs the system how to interpret the nine-digit number.</p> <p>Once segment number, instructor identifier, instructor role, and %TIME (see below) have been keyed, hit enter. Name of the instructor will display under NAME and numeric values entered as the instructor identifier will convert to the Net ID. Exceptions: The INST ID # field won't convert to Net ID if the instructor is not on ISU payroll (system will generate an error message and will not retain the entry) or if the instructor does not have a Net ID (no error message – field will retain nine-digit number). To correct an erroneous entry, or to replace a previous entry with a different instructor, type over the information you want to replace.</p> <p>Examples:</p> <p>Net ID</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFs START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 100 </pre> <p>OR University ID</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFs START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 999889999 I 1 100 </pre> <p>OR Social Security Number</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFs START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 888998888 S 1 100 </pre>																
<p>ROLE</p>	<p>This information is required by the Office of Institutional Research. Every segment must have, at minimum, one instructor in role 1. Other applicable roles must be represented. Values for instructor roles are as follows:</p> <p>ROLE</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Directly involved in instruction of students. Provide percentage of time invested in instruction to students.</td> </tr> <tr> <td>2</td> <td>Supervises instruction of sections. Is not usually involved in direct instruction.</td> </tr> <tr> <td>3</td> <td>Grades papers. Is not usually involved in direct instruction.</td> </tr> <tr> <td>4</td> <td>Supervises laboratories. Is not usually involved in direct instruction.</td> </tr> <tr> <td>5</td> <td>Involved with help sessions directly related to section of course.</td> </tr> <tr> <td>6</td> <td>Course coordinator or administrator.</td> </tr> <tr> <td>7</td> <td>Course administrator with grade submit privileges.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Definition</u>	1	Directly involved in instruction of students. Provide percentage of time invested in instruction to students.	2	Supervises instruction of sections. Is not usually involved in direct instruction.	3	Grades papers. Is not usually involved in direct instruction.	4	Supervises laboratories. Is not usually involved in direct instruction.	5	Involved with help sessions directly related to section of course.	6	Course coordinator or administrator.	7	Course administrator with grade submit privileges.
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<p>%TIME (Percentage of time required for Role 1 only.)</p>	<p>The percentage of time information is used by the Office of Institutional Research when reports are run on faculty load. Percentage of time is ONLY REQUIRED for <u>instructor role 1</u> (those directly involved in instruction of students). Percentage of time for role 1 must add up to 100% for each segment. Every segment must have, at minimum, one instructor in role 1, with percentage assigned. Other applicable roles must be represented but do not require percent of time. In the example below, segment # 1 (LEC) has two instructors in ROLE 1, with %TIME entered on both instructor lines and adding up to 100%. Note: The paper grader, ROLE 3, accurately shows no percentage of time.</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFS START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 050 2. DIS T R 8.00A 8.50A 1 ljdoeri 1 050 3. LAB R 8.00A 9.50A 1 papergr 3 4. 2 talkinst 1 100 5. 3 labinst 1 100 </pre>
<p>One meeting segment, one instructor</p>	<p>Enter "1" under meeting segment followed by instructor Net ID. (Alternate entry methods include entering either the social security number under INST ID and S under TYPE, or the University ID number under INST ID and I under TYPE.)</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFS START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 100 2. 3. 4. 5. </pre>
<p>One meeting segment, two or more instructors</p>	<p>On both (all) lines, enter "1" under meeting segment followed by instructor Net ID. (Alternate entry methods include entering either the social security number under INST ID and S under TYPE, or the University ID number under INST ID and I under TYPE.) Then enter ROLE and %TIME, one instructor per line. The first instructor entered for Segment 1 will be the instructor whose name will show in the on-line <i>Schedule of Classes</i> and on the printed class list.</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFS START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 034 2. 1 ljdoeri 1 033 3. 1 marmabee 1 033 4. 1 papersl 3 5. </pre>
<p>Two meeting segments, same instructor for both</p>	<p>On first line, enter "1" under meeting segment followed by instructor Net ID, ROLE and %TIME. On second line, enter "2" as meeting segment followed by instructor Net ID, ROLE and %TIME for that same instructor. (Alternate entry methods include entering either the social security number under INST ID and S under TYPE, or the University ID number under INST ID and I under TYPE.)</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRFS START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 100 2. DIS T R 8.00A 8.50A 2 bjhotch 1 100 3. 4. 5. </pre>

<p>Two meeting segments, only one with an instructor assigned at this time</p>	<p>On first line, enter segment # for which an instructor is known, followed by the instructor's Net ID, ROLE, and %TIME. Instructor information for remaining segment can be added later when known. (Alternate entry methods include entering either the social security number under INST ID and S under TYPE, or the University ID number under INST ID and I under TYPE.)</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRF S START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 2 ljdoeri 1 100 2. DIS T R 8.00A 8.50A 3. 4. 5. </pre>
<p>Two meeting segments, two different instructors</p>	<p>On first line, enter segment # and the Net ID of the instructor for that segment, followed by ROLE and %TIME. On second line, enter the other segment # and the instructor information for that segment. (Alternate entry methods include entering either the social security number under INST ID and S under TYPE, or the University ID number under INST ID and I under TYPE.)</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRF S START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 100 2. DIS T R 8.00A 8.50A 2 ljdoeri 1 100 3. 4. 5. </pre>
<p>Multiple meeting segments, multiple instructors for one or more segment (Max is 10 lines)</p>	<p>For every instructor assignment, enter the segment number followed by the instructor's Net ID, ROLE, and %TIME. Repeat this as many times as necessary to code all instructors for all segments of the course. (Alternate entry methods include entering either the social security number under INST ID and S under TYPE, or the University ID number under INST ID and I under TYPE.)</p> <p>Example:</p> <pre> -----MEETING TIME----- MEET ----INSTRUCTOR ASSIGNMENT--- SEG# TYPE MTWRF S START- -STOP- SEG# INST ID # TYPE ROLE %TIME -NAME- 1. LEC M W F 8.00A 8.50A 1 bjhotch 1 050 2. DIS T R 8.00A 8.50A 1 ljdoeri 1 050 3. LAB R 8.00A 9.50A 1 papers1 3 4. 2 ljdoeri 1 100 5. 3 marmabee 1 100 3 monitor 4 3 papers2 3 </pre>