To add an instructor to a course or to add a back-up grader to a course –
Functional User

NeSIS Student Administration>Student Records>Faculty Workload

Must have at least **Academic Institution and Term** filled in for the search to work:

Academic Institution – NEUNO
Term – ex: 1111 (Spring 2011)
Subject area – ex: HED
Other options –
Catalog NBR – ex: 2070
Class Section – ex: 001

Then click Search

NOTE:

- Filling in any number of the areas listed in the search view will narrow down the information returned based on how many fields are filled in
- Filling in just the term will return everything in the schedule in Alpha order
- Filling in the Term and Subject area will return all courses and sections of the subject area
- Filling in the term and subject area with the class section will narrow down the return of information to just that one section of the course
- To find a term (the magnifying glass just to the right will assist with that if unsure)

1^st^ digit
0 = 1900
1 = 2000

2^nd^ & 3^rd^ digit
86 = 1986
10 = 2010

4^th^ digit
1 = Spring
5 = Summer
8 = Fall

Examples: 0991 = Spring 1999 or 1018 = Fall 2001
Select one course/section by clicking any of the blue links shown above

If you select the first one then you can use the ‘Previous in List’ and ‘Next in List’ buttons at the bottom of the screen to navigate from course to course and section to section.

***This is GREAT when doing a whole department.

Notice only the Instructor section is available for touching – everything else is greyed out for viewing only.
If adding an instructor to an instructorless course.....

**The first tab - Assignment** – adding an instructor

- The (+) will need to be clicked
- A new row will appear with the ID section available for updating

- Then the (-) will need to be clicked on the top row
- A new window will pop up to confirm what you are wanting to do

- Click OK
Now there is just the one row to work with

To add a back-up grader then click the (+)
A row is added and the ID section is available

If the NU ID is known then add it in the box available under ID
If the NU ID is not known then click the magnifying glass for the option of people within the department available to teach the course.

An insert box will pop up. The column headers can be used to sort in alpha or numeric order if the list is long. Scroll through the list. To make a selection, click on a blue link.
The NU ID chosen will pop in as will the name of the instructor. Then select the Instructor Role - primary instructor, secondary instructor or course administrator (back-up grader) or Teacher Assistant TA.

The Print box will need to be clicked for Primary instructor and can be for the others but rule of thumb only Primary and Secondary should be listed on the schedule this the PRINT box checked.

Then select the Access – Post, Grade, or Approve

- Most will be Post access. Grade and Approve may be used for graduate assistants or Independent Study courses where there is more than one instructor.
- This is up to the Department as to how they want this structured.
- REMEMBER, if Grade or Approve is selected that means someone will need to be set as a POST on the course (or the POST process will need to be ran or scheduled to be ran) and then they will need to go in and post the grades so that the grades are submitted for the Records and Registration Office and the students view.
Make sure to populate both facilities when a course meets in more than one spot – workload is not needed.
**Workload should look like this**

The class is listed twice but workload is only on one of the course listings

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***Note – you may want to include the print on the schedule for both meeting patters so that the student knows there are two rooms or maybe a note on the course is better – at UNO both options were used***
How to populate the Workload

**Tab Two – Workload**

The Assignment Type needs to be selected

- Most cases it will be 1-instructor
  - Notice the work load auto populates – and can be adjusted as needed

If a course administrator – back-up grader is selected - NOT INCLUDE should be left
This will ensure that there won’t be any work load calculated for that person.

Once everything has been selected as needed – Click SAVE
Trouble shooting messages

If a class is missing an instructor

The row will need to be (-) before one is added

Click OK
The ID spot will become available

Add the ID and save – If only adding a course administrator (back-up grader) like for Independent courses this message will show

Say ok then click SAVE
To add non-teaching items to a person

NeSIS Student Administration > Student Records > Term Workload

Add ID or Search by name – Academic Institution needs to be NEUNO

Click Search

Notice how all instruction related information shows up but it is not touchable no (-) is available

To add a row click (+)
Tab one – workload assignment

Add the title in the description box – it is only 30 characters long

Then select the assignment type

Then add workload hours

At this point we are not doing anything on tab two – job code

Then click save

Notice that even when saved the not teaching row can be deleted (-) at any time
Special notes on the Faculty Workload page:

- If an instructor ID on a class needs to be changed, the existing instructor row must be deleted and a new row added. DO NOT just change the NUID in the box.
- When an instructor’s role is changed to Course Administrator (back-up grader), the Print in Schedule flag is turned off and workload data is blanked.
- When changing from Course Administrator to Instructor this process does not reverse this, and all workload data must be manually entered and the Print in Schedule flag turned back on.
- Grade Roster access must be set on all rows as appropriate – none of the options will auto-populate it.
- If a class meets in to different areas make sure to add the instructor to both areas but don’t fill in workload.

Special notes on the Term Workload page:

- Workload terms cannot be deleted if they have class workload.
- Class workload must be deleted from the Faculty Workload page and is read-only on this page.
- If a faculty is associated with another campus but needs a row on the UNO side for AAUP
  - must make sure to add a UNO row to the Instructor Advisor table – Records Office will do
  - must click the Add

A few technical details

Class schedule information is stored on CLASS_TBL

Class instructor information is stored on CLASS_INSTR

Instructor workload information is stored on INSTRUCTOR_TERM and INSTR_TERM_DTL

WARNING

You MUST remove the instructor data from the class before manipulating the class setup – In the schedule. Otherwise you risk creating “phantom” rows on the INSTRUCTOR_TERM and INSTR_TERM_DTL tables. You will require help from your technical staff to delete these rows. The workload will show the PHANTOM instructor even though the course may not

Do NOT try to recreate workload data programmatically. There is PeopleCode that gets invoked when instructors are added to the schedule that updates the workload data. It is very difficult to recreate the records exactly and keep everything synchronized without using the delivered code.