

## INSTRUCTIONS FOR DEPARTMENTAL ENTRY OF INSTRUCTOR INFORMATION

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

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

\*Class lists – 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.

If you have questions, contact Barb Hotchkiss at 4-2388 or [bjhotch@iastate.edu](mailto:bjhotch@iastate.edu).

### Entry type

### Notes (Line in bold indicates name for class list)

Meeting segment #  
(See left side of screen. Segment

#'s are indicated for each meeting time. Instructor information is entered for each of these segment numbers.)

This is a five position field. To enter, first find the meeting 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 the segment is Segment 1, enter "1" in the first position. For Segment 2, enter "2" in the second position, etc. 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 the 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).

Example:

```
MEET--INSTRUCTOR ASSIGNMENT--
SEG#  SOC SEC #   %TIME--NAME----
2      333443434   JONES DANIEL R
1      999339393    SMITH JANE M
3      444848484    CLARK PHILLIP R
```

Social security number/name

Once segment number and instructor social security number have been keyed, hit enter. Name of the instructor will display, or if that social security # is not on ISU payroll, an error message will occur. To correct an erroneous entry or to replace a previous entry with a different instructor, type over the information that is to be replaced.

% Time

The % of time information is used by the Office of

Institutional Research when reports are run on faculty load. Instructions for updating this field will be provided by Institutional Research.

Room assignment

Room assignments will be displayed after the date on which student schedules are finalized/final enrollment tallies are printed.

Cross listed courses

Instructor information 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.

One meeting segment, one instructor

Enter "1" as meeting segment followed by instructor social security number.

```
MEET--INSTRUCTOR ASSIGNMENT--  
SEG#  SOC SEC#  %TIME--NAME--  
1      999339393      SMITH JANE M
```

One meeting segment, two or more instructors

On both (all) lines, enter "1" as meeting segment followed by instructor social security numbers, one per line. First social security number entered should be for the instructor you want to list on the class list.

```
MEET--INSTRUCTOR ASSIGNMENT--  
SEG#  SOC SEC #  %TIME--NAME--  
1      999339393      SMITH JANE M  
1      333443434      JONES DANIEL R  
1      444848484      CLARK PHILLIP R
```

Two meeting segments, same instructor for both

On first line, enter "1" as meeting segment followed by instructor social security number. On second line, enter "2" as meeting segment followed by same instructor social security number.

```
MEET--INSTRUCTOR ASSIGNMENT--  
SEG#  SOC SEC #  %TIME--NAME--  
1      999339393      SMITH JANE M  
2      999339393      SMITH JANE M
```

Two meeting segments, only one with an instructor assigned at this time

On first line, enter segment number for which instructor is known, followed by the instructor's social security number. Instructor information for remaining segment can be added later when known.

```
MEET--INSTRUCTOR ASSIGNMENT--  
SEG#  SOC SEC #  %TIME--NAME--  
2      999339393      SMITH JANE M
```

Two meeting segments, two  
different instructors  
#

On first line, enter a segment # and the instructor for  
that segment. On second line, enter the other segment

and the instructor(s) for that segment.

MEET--INSTRUCTOR ASSIGNMENT--  
SEG# SOC SEC # %TIME--NAME--  
**1 333443434 JONES DANIEL R**  
2 999339393 SMITH JANE M

Multiple meeting segments,  
multiple instructors for one or more  
segment (Max is 10 lines)

For every instructor assignment, enter the segment  
number followed by instructor social security number,  
repeating this as many times as necessary to code all  
instructors for all segments of the course.

MEET--INSTRUCTOR ASSIGNMENT--  
SEG # SOC SEC # %TIME--NAME--  
**1 999339393 SMITH JANE M**  
1 464646464 ABEL CHARLES W  
1 333443434 JONES DANIEL R  
2 333443434 JONES DANIEL R  
2 444848484 CLARK PHILLIP R  
3 464646464 ABEL CHARLES W  
3 578484848 MCDONALD GEORGE