Admin Job Aid: Add Instructor to a Class

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Purpose

The purpose of this job aid is to guide you through the step-by-step process of adding an instructor to a class.

In this job aid, you will learn how to:

- Task A. Locate a Class
- Task B. Add Instructor
**Task A. Locate a Class**

1. Select the **Learning Administration** link.
2. Select **Learning Activities** to expand the menu of options.
3. Select **Classes**.
4. Enter **Search Criteria** for the class.
5. Select **Search**.

6. When the search results display, select the **Class ID hyperlink** to open the class record.
Task B. Add Instructor

1. Select the Agenda tab.
2. Select the Create Group icon.
3. Enter the Time Slot information.
4. Select Add Instructor from the Resources drop-down list.
5. **Check the box** next to the instructor you want to add to the Time Slot.
6. Select **Add**.

7. Select **Save**.
8. (Optional) Select the **More icon** next to the time slot.

9. (Optional) Select **Edit Time Slot**.

10. (Optional) Select **Apply to All Time Slots** to copy the instructor to all the time slots of the class.

**NOTE:** You also have the option to add different instructors to each time slot if needed.
11. (Optional) **Check the box** next to Instructors.
12. (Optional) Select **Save**.