Adding Instructors and TA’s to the Instructor Advisor Table:

Step 1: Obtain ID number from Instructor or TA. DO NOT search for instructor by name, using the incorrect number will result in the instructor not being correctly linked to his classes.

Step 2: Navigate to: Main Menu → Curriculum Management → Instructor Advisor Information → Instructor/Advisor Table.

Enter ID and hit Search.

Step 3: Enter Information in Instructor/Advisor Table tab:

- **Effective date**: For current term, use effective date 8/1/201x or first day of classes. For future term, use today’s date.
- **Instructor Type**: Choose Teaching Assistant or Instructor. You do not need to put their official status. This field was designed for reporting only and does not impact how the instructor/TA is used in a class.
- **Primary Acad Org**: Enter primary academic org, other orgs can be identified in approved courses.
- **Instructor available**: “Available”
- **Check advisor box** if instructor will also be assigned to students as an advisor.
Step 4: Enter Information in Approved Courses

- Since we integrate this information to the scheduling system [CLSS], please use Acad Org criteria only.
- Please add as many acad orgs as are necessary to cover the type of classes the instructor or TA will be linked to.
- You can always add additional orgs as terms go on, so you may start with the acad org of the initial class they will be teaching/instructing.

SAVE your work.

Troubleshooting:

- If the ID does not exist when entered – Contact your HR rep
  - This may mean the instructor has a future dated effective date and you may have to wait until the instructor is active in the system.
  - You may be using a Registry ID number. This means that the instructor is affiliated but not in our peoplesoft system. They must be in Peoplesoft to be linked to a class.

- Cannot assign an instructor/TA to a given class may be due to missing approved course information. Remember that instructors/TA can only be assigned to courses that have the same qualifications as the parameters used in the Approved Courses tab.