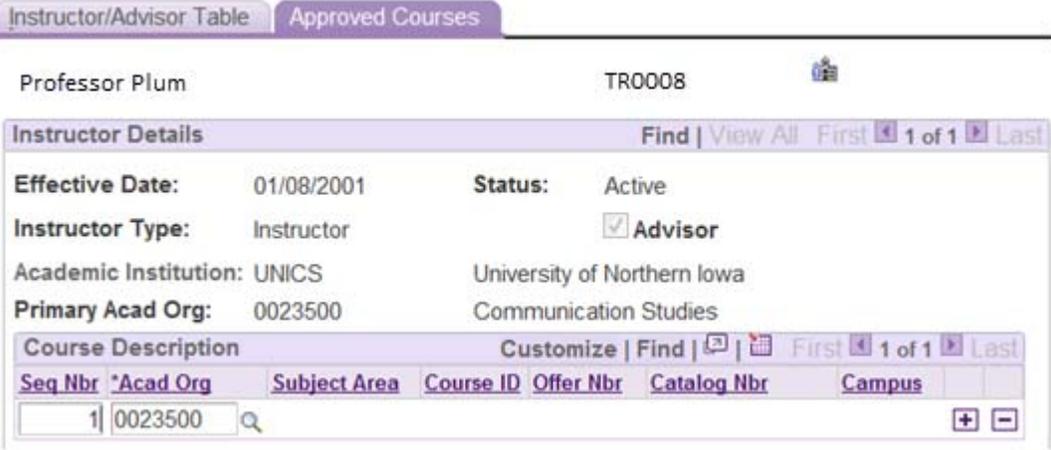


Maintain Instructors

Purpose: Access **Maintain Instructors** to update any information or add new information to existing Instructors/Advisors.

Step	Action
1.	<p>Navigate to Maintain Instructor/Advisor Table: Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table</p> <p>Favorites Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table</p> <p>Instructor/Advisor Table</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <hr/> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>
2.	<p>Enter the appropriate search criteria.</p> <p>Result: The matching instructor displays.</p> <p>Instructor/Advisor Table Approved Courses</p> <hr/> <p>Lori Johnson 359396</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Instructor Details Find View All First 1 of 1 Last</p> <p>*Effective Date: <input type="text" value="01/08/2001"/> *Status: <input type="text" value="Active"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Instructor Type: <input type="text" value="Instructor"/> <input checked="" type="checkbox"/> Advisor</p> <p>*Academic Institution: <input type="text" value="UNICS"/> University of Northern Iowa</p> <p>*Primary Acad Org: <input type="text" value="0023500"/> Communication Studies</p> <p>*Instructor Available: <input type="text" value="Available"/></p> <p>Instructor/Advisor Role Find View All First 1 of 1 Last</p> <p>Advisor Number: <input type="text" value="1"/> Percent of Appointment: <input type="text"/></p> <p>*Academic Career: <input type="text"/></p> <p>Academic Program: <input type="text"/></p> <p>Academic Plan: <input type="text"/></p> <p>Academic Sub-Plan: <input type="text"/></p> </div> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>

Step	Action
4.	<p>Select the Approved Courses tab.</p> <p>Result: A primary academic org is listed as well as any other academic orgs for which they have instructed.</p> 
5.	<p>Use the Correct History button to make applicable updates on each tab, as applicable.</p>  <p>Note: Correct History will be used as part of implementation to correct any conversion data. Going forward access to Correct History should not be used.</p>
6.	Click the Save button.

Note: In the future as you are made aware of changes in instructor status or availability, use the **Add Row** button in the **Instructor Details** section and set the effective date as appropriate.

