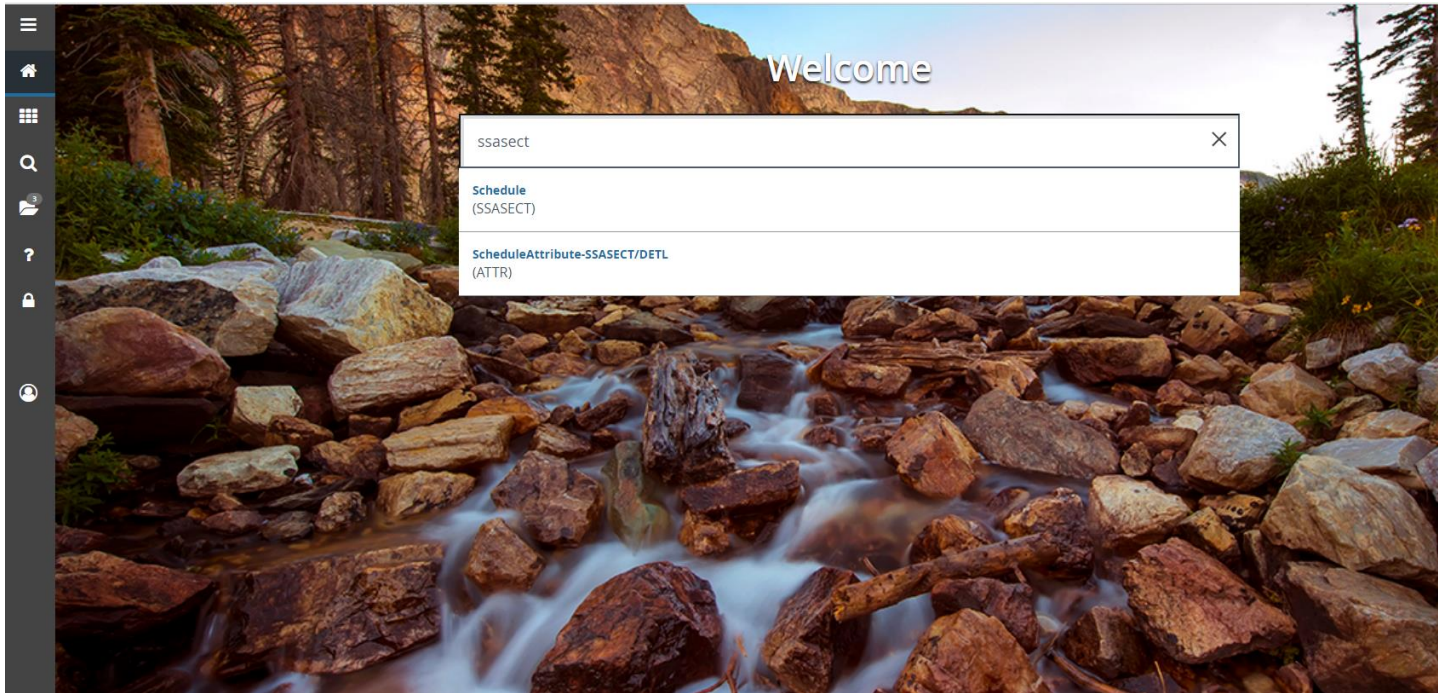# Adding an Instructor or Instructors

Most office associates within individual academic departments have access to make changes to courses, such as adding an instructor, within the Banner system. **Faculty who would like to add a GA as an instructor to their course should contact the office associate within their academic department**.

To log into Banner, you may go to http://wyoweb.uwyo.edu/ and click on the Banner Administrative Pages link under HRMS Self Service:
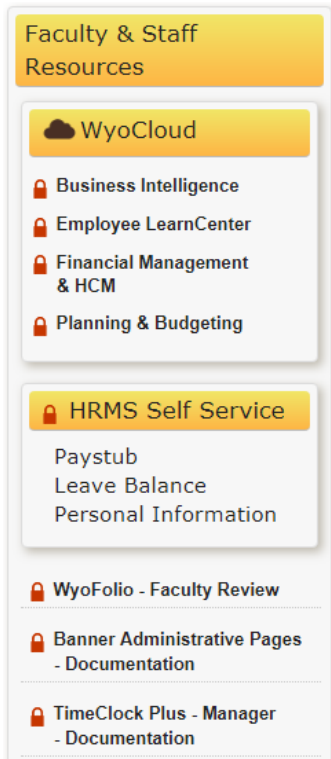
After clicking this link, you will be taken to the WyoLogin screen. Use your network login to log into the Banner system.

Once you have logged into Banner, go to the **SSASECT Section Details** form:

Enter the Term in which you'd like to work and the CRN for the course, and click Next Block. Click on the **Meeting Times and Instructor** tab; Next Block to the **Instructor** field.

- **Session Indicator**
  - Tab through
- **ID**
  - If you **know** the instructor's W ID number, enter it here.
  - Tab
  - **SAVE**
    - Save your work by pressing F10 or clicking the SAVE icon. Check the notes at the top of the form to verify that the transaction has been processed and saved.
    - If the course is cross listed, you may receive an 'Instructor Schedule Conflict' error. If this occurs, click the 'Override Indicator' box and save. NOTE: In some cases, Banner may give an inaccurate 'Instructor Schedule Conflict' error for TBA courses. If this occurs, click the 'Override Indicator' box and save.
  - If you **do not know** the instructor's W ID number, click on the drop down box, or press F9 for a query.
    - **Faculty/Advisor Query**
      - Next Block (Alt + Page Down)
    - **ID**
      - Skip; tab to next field
    - **Last Name**
      - Enter the faculty member's last name (this field is case sensitive) or a partial last name followed by a % to search
      - Press F8 to begin the search
      - Highlight the appropriate instructor
      - Double click to select. You will be returned to the previous page.
- **Multiple Instructors**
  - If multiple instructors are added, the Percent of Responsibility field may be modified to reflect the correct information.
- **Percent of Responsibility**
  - If there is just one instructor, set this at 100. If there are two, set each at 50, and so on, unless the department states otherwise.
- **Primary Indicator**
  - This person will be responsible for entering final grades into Banner.
  - If multiple instructors are added, one must be chosen as the primary.
- **Override Indicator**
  - For cross listed courses, click in this box to override the instructor time conflict.
- **Percent of Session**
  - If there is just one instructor, this will default to 100. If there are two, set each at 50, and so on.
- **SAVE**
  - Save your work by pressing F10 or clicking the SAVE icon.
  - Check the notes at the top of the form to verify that the transaction has been processed and saved.
  - If the course is cross listed, you may receive an 'Instructor Schedule Conflict' error. If this occurs, click the 'Override Indicator' box and save. **NOTE:** In some cases, Banner may give an inaccurate 'Instructor Schedule Conflict' error for TBA courses. If this occurs, click the 'Override Indicator' box and save.

- **To EXIT**
  - Click on the **Course Section Information** tab to return to the **Section Details** form

Changing an Instructor

- Remove the instructor by either clicking **Delete,** or by pressing Shift + F6.
- Enter the correct instructor's "W" ID number.
- Save your work by pressing F10 or clicking the SAVE icon.
- Check the notes at the bottom of the form to verify that the transaction has been processed and saved.
- If the course is cross listed, you may receive an 'Instructor Schedule Conflict' error. If this occurs, click the 'Override Indicator' box and save.

Adding a GA

- Any GA who should be listed as an instructor in Banner must submit a Request for WyoCourses/Banner Access form, which may be found at https://uwyo.teamdynamix.com/TDClient/1940/Portal/Requests/ServiceDet?ID=54036. **This form must be processed before the GA may be added to the course in Banner**.
- **Go to a blank line in the Instructor area**

| | X | Schedule SSASECT 9.3.10 (BNRPROD) | | | | | | | | | ADD | RETRIEVE | RELATED | TOOLS |

Term: 201810 CRN: 11736 Subject: UWYO Course: 9990 Title: Test Course 1   Start Over

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences
Times and Instructors | Scheduler Preferences
Meeting Dates | Meeting Location and Credits

▼ SCHEDULE   Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/30/2017	12/11/2017	✔	☐	✔	☐	✔	☐	☐	1000	1050	01

◀ ◀ 1 of 1 ▶ ▶   10 ▼ Per Page   Record 1 of 1

▼ INSTRUCTOR   Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	A00000011	Faculty1, Test	0.000	100	✔	☐	100
01					☐	☐	

◀ ◀ 1 of 1 ▶ ▶   10 ▼ Per Page   Record 2 of 2

- **Session Indicator**
  - Tab through
- **ID**
  - If you **know** the GA's W ID number, enter it here.
  - Tab
  - **SAVE**
    - Save your work by pressing F10 or clicking the SAVE icon
    - Check the notes at the bottom of the form to verify that the transaction has been processed and saved.
    - If the course is cross listed, you may receive an 'Instructor Schedule Conflict' error. If this occurs, click the 'Override Indicator' box and save. NOTE: In some cases, Banner may give an inaccurate 'Instructor Schedule Conflict' error for TBA courses. If this occurs, click the 'Override Indicator' box and save.

- o If you **do not know** the GA's W ID number, click on the drop down box, or press F9 for a query.
  - ▪ **Faculty/Advisor Query**
    - o Next Block (Alt + Page Down)
  - ▪ **ID**
    - o Skip; tab to next field
  - ▪ **Last Name**
    - o Enter the GA's last name (this field is case sensitive) or a partial last name followed by a % to search
    - o Press F8 to begin the search
    - o Highlight the appropriate GA
    - o Double click to select. You will be returned to the previous page.
- ▪ **Multiple Instructors**
  - o If multiple instructors are added, the Percent of Responsibility field must be modified to reflect the correct information.
- ▪ **Percent of Responsibility**
  - o If there is just one instructor, set this at 100. If there are two, set each according to the table located at the bottom of this page (pg. 6).
- ▪ **Primary Indicator**
  - o If multiple instructors are added, one must be chosen as the primary.
- ▪ **Override Indicator**
  - o For cross listed courses, click in this box to override the instructor time conflict.
- ▪ **Percent of Session – for now, do not enter anything in this field for GAs**
  - o If there is just one instructor, this will default to 100.
- ▪ **SAVE**
  - o Save your work by pressing F10 or clicking the SAVE icon
  - o Check the notes at the bottom of the form to verify that the transaction has been processed and saved.
  - o If the course is cross listed, you may receive an 'Instructor Schedule Conflict' error. If this occurs, click the 'Override Indicator' box and save. NOTE: In some cases, Banner may give an inaccurate 'Instructor Schedule Conflict' error for TBA courses. If this occurs, click the 'Override Indicator' box and save.
- ▪ **To EXIT**
  - o Click on the **Course Section Information** tab to return to the **Section Details** form.

Guidelines for Loading GAs into Banner	
Examples - select 1 of the 4 categories that most closely describes the GA role	**Multiple Instructors - % of Responsibility**
GA is responsible for all or most of class content or is entirely responsible for a separate lab or discussion section listed apart from course lectures. Faculty role is mentorship (e.g., regular mentoring sessions).	Faculty max 12% GA minimum 88%
GA is regularly providing active role in > 10% classroom meetings and provides support within a course (e.g., grading, office hours, discussions..).	Faculty max 50% GA minimum50%
GA is providing grading, tutoring and occasional lectures (e.g., 10% or less of class meetings) and serves a supportive role for the course in which the faculty delivers content.	Faculty max 75% GA minimum 25%
GA has no role in delivery of content but contributes in supportive roles to assist the faculty (e.g., no class attendance but occassional grading and/or class prep).	Faculty max 88% GA minimum12%
In all cases, the faculty are expected to mentor the GA teaching experience with regularly scheduled meetings throughout the semester. In the Banner system the Primary Indicator identifies the individual who enters the final grades.	

OTR/SGE
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