



ADDING INSTRUCTORS

An overview of how to add
instructors in Cardinal Station

WHY IS THIS IMPORTANT? LOTS OF REASONS!

- The Instructor/Advisor Table is where ALL of CUA's instructor information is stored.
- Being listed as the instructor in Cardinal Station is the only way a teacher will have access to **class rosters, grade rosters, and the course's Blackboard page.**
- Cardinal Station and the information therein provides a historical record for academic courses for years even after the semester ends.
- Adjunct instructors must be added to courses per their contracts.
- Students should have accurate information by which to make their enrollment decisions.

THE INSTRUCTOR ADVISOR TABLE

Cardinal Station > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table

Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID:	begins with ▾	<input type="text"/>
Campus ID:	begins with ▾	<input type="text"/>
National ID:	begins with ▾	<input type="text"/>
Last Name:	begins with ▾	<input type="text"/>
First Name:	begins with ▾	<input type="text"/>

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

It's best to search via **CUA ID**, since each person has a unique ID number. If you search via name, **MAKE SURE YOU HAVE THE CORRECT INDIVIDUAL!**

We have many repeat names at CUA; you can use middle initial or birthdate to make sure you're working on the right entry.

INSTRUCTOR/ADVISOR ENTRY

Instructor/Advisor Table | [Approved Courses](#)

Wilson, Jeffrey Dirk 2028777

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 07/11/2005 *Status: Active 

*Instructor Type: Instructor Advisor

*Academic Institution: CRDNL The Catholic Univ of America

*Primary Acad Org: PHILOSOPHY Philosophy

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

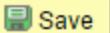
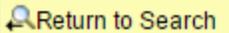
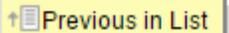
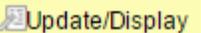
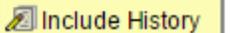
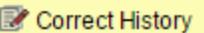
Advisor Number: 1 Percent of Appointment: 

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

[Instructor/Advisor Table](#) | [Approved Courses](#)

If you're editing an entry for someone who is already an established instructor at CUA, you will need to click the plus sign (“+”) button to add a new row before continuing.

If you are adding a brand new instructor, click to the next slide.

INSTRUCTOR/ADVISOR TABLE ENTRY, TAB 1

On the “Instructor/Advisor Table” tab, the following highlighted fields must be entered.

Effective Date	This defaults to current date. Make sure to EDIT it to a date before the first day of the term before saving.
Status	Set this to “Active.”
Instructor Type	Set this to “Instructor” or “TA” as appropriate.
Academic Institution	Defaults to “CRDNL.”
Primary Acad Org	Choose the correct primary academic org (their regular dept).
Instructor Available	Set this to “Available.”

If the person is an advisor, check this box.

Wilson, Jeffrey Dirk 2028777

Instructor/Advisor Table Approved Courses

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 07/11/2005 *Status: Active

*Instructor Type: Instructor Advisor

*Academic Institution: CRDNL The Catholic Univ of America

*Primary Acad Org: PHILOSOPHY Philosophy

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

Instructor/Advisor Table | Approved Courses

DON'T CLICK SAVE YET! GO TO THE SECOND TAB!

INSTRUCTOR/ADVISOR TABLE ENTRY, TAB 2

Instructor/Advisor Table **Approved Courses**

Wilson, Jeffrey Dirk 2028777

Instructor Details		Find View All		First 1 of 1 Last			
Effective Date:	07/11/2005	Status:	Active				
Instructor Type:	Instructor	<input checked="" type="checkbox"/> Advisor					
Academic Institution:	CRDNL	The Catholic Univ of America					
Primary Acad Org:	PHILOSOPHY	Philosophy					
Course Description		Personalize Find		First 1 of 1 Last			
Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus	
	PHILOSOPHY						<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Make sure **ALL** relevant academic orgs are listed here. To add more, click the red plus sign button to add a row.

You can use the magnifying glass next to the blank to choose from available options.

[Instructor/Advisor Table | Approved Courses](#)

NOW you can click "Save."

ADDING INSTRUCTORS TO COURSES

- Once an instructor is active in the Instructor/Advisor table with an effective date that pre-dates the start of the term in question, you can add them as an instructor to a specific course.
- Navigate to the course in “Maintain Schedule of Classes.”
- Under the “Meetings” tab, scroll down to the “Instructors For Meeting Pattern” heading to enter the instructor.



ID	Name	*Instructor Role	Print	Access	Contact		
<input type="text"/>		Prim Ins ▾	<input checked="" type="checkbox"/>	Approve ▾	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Enter the ID or use the magnifying glass to search for the instructor.

Adjust role with the drop-down menu (to add secondary instructors or TAs).

Uncheck the “Print” box to hide the instructor from searches/reports.

Click the plus sign box to add additional rows for more instructors.

OTHER IMPORTANT NOTES

- Access to edit instructors is NEVER TURNED OFF. You ALWAYS have access to edit instructor information.
- If you need to edit instructor info for a BOUND COURSE, the navigation is a little different: **Cardinal Station > Curriculum Management > Schedule of Classes > Schedule Class Meetings**
- If your faculty complain that they can't access their roster, Blackboard, or their grading roster, make sure they are correctly entered as an instructor in Cardinal Station!