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.
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.
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.

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

If the person is an advisor, check this box.

DON’T CLICK SAVE YET! GO TO THE SECOND TAB!
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.

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.

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!