<u>Class Sections with One Meeting Pattern</u>

Make sure that you are able to view all instructors for the class. The default view only shows the first two instructors.

Click **View All** to see all instructors assigned to this class.

Favorites Main Menu	u > Curriculum Management >	Schedule of Classe	es > Maintai	in Schedule of (Classes	
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Take note of the instructor role for each instructor.

There are seven options: **Course Mg**, **NoTchTA**, **UGRADNTA**, **UGRADTA**, **Prim Instr**, **Sec Instr**, and **TA**. Prim Instr, Sec Instr, and TA will require a value in the Load Factor box on the Workload tab.

4		Schedule of Cla	sses > Mainta	ain Schedule of	Classes		
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On the Workload tab, please fill in the percentage for the Load Factor for all instructors that are listed as **Prim Instr, Sec Instr**, and **TA**.

Use whole numbers. For example, for 50% use 50 not .5

The Load Factors must sum up to 100 exactly. It can be 50/50, 80/20, 70/30, etc.

If the instructor is listed as **Prim Instr**, **Sec Instr**, or **TA**, and the Load Factor is left blank, it will automatically default to 100%. For classes with a single instructor and one meeting pattern, you may leave the field blank or insert 100. They will both have the same results.

Leave the Load Factor box blank for instructors with a **NoTchTA**, **Course Mg role**, **UGRADNTA**, or **UGRADTA**.

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If the TA listed is not supposed to receive a teaching percentage, then you must change their Instructor Role to **NoTchTA** and update the Load Factor on the Workload tab. The **Course Mg** role is used when an instructor needs access to web courses, but does not have the need for a percentage of the workload. The **UGRADTA** and **UGRADNTA** are used for Undergraduate TAs. The **UGRADTA** role will have grading access in Canvas only, not PeopleSoft; the **UGRADNTA** role will not have any grading access.

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<u>Class Sections with Multiple Meeting Patterns</u>

If the section has multiple meeting patterns and the same instructor is list for both meetings and he/she is the only instructor listed, you may leave the Load Factor boxes blank and this will default to 100% for that instructor. Example: 'Instructor A' is listed for both meeting pattern 1 and 2, and no other instructors are listed (excluding NoTchTA, Course Mg role, UGRADNTA, or UGRADTA), the boxes are left blank.

If there is one instructor on the first meeting pattern and a different instructor on the second meeting pattern, then the total between the two instructors must equal 100. Example: 'Instructor A' is listed on meeting pattern 1 and 'Instructor B' is listed on meeting pattern 2, then 'Instructor A' will have a Load Factor of 50 on meeting pattern 1 and 'Instructor B' will have a Load Factor of 50 on meeting pattern 2 (or 70/30, 60/40, Etc.).

If there are two instructors that are both listed on both meeting patterns then the total Load Factor must equal 100 on one meeting pattern, but must also be noted on the other meeting pattern. Example: 'Instructor A' is listed on meeting pattern 1 and 2, and 'Instructor B' is also listed on meeting pattern 1 and 2, then the Load Factor for 'Instructor A' will be 50 on meeting pattern 1 and 50 again on meeting pattern 2, and the Load Factor for 'Instructor B' will also be 50 on both meeting patterns 1 and 2 (or 70/30, 60/40, Etc.). It will appear that the numbers would add up to 200, but because it is the same instructors on both meeting patterns, it only counts each instructor once.

If there is one instructor listed for both meeting patterns and a different instructor only listed on one meeting pattern, the results will be similar to the previous scenario. Example: 'Instructor A' is listed on both meeting patterns 1 and 2, and 'Instructor B' is only listed on meeting pattern 2, then the Load Factor for 'Instructor A' will be 50 on meeting pattern 1 and 50 on meeting pattern 2, and the Load Factor for 'Instructor B' will be 50 on meeting pattern 2 (or 70/30, 60/40, Etc.). It appears that the numbers would add up to 150, but it is only counting 'Instructor A' once.