

## Class Sections with One Meeting Pattern

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 > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID: 000800      Course Offering Nbr: 1  
Academic Institution: University of Central Florida  
Term: Spring 2012      Undergrad  
Subject Area: BSC      Biology  
Catalog Nbr: 2010C      BIOLOGY I

**Class Sections** Find | View All First 4 of 25 Last

Session: 1      1 - Semester Only      Class Nbr: 12827  
Class Section: 0011      Component: Laboratory      Event ID:  
Associated Class: 3      Units:

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
BL 0211 48 W 8:30AM 10:20AM [ ] [ ] [x] [ ] [ ] [ ] [ ] 01/09/2012 04/30/2012

BL 0211      Topic ID:      Free Format      Topic:  
 Print Topic On Transcript      [Contact Hours](#)

**Instructors For Meeting Pattern** Customize | Find | View All First 1-2 of 3 Last

Assignment | Workload

ID	Name	*Instructor Role	Print	Access	Contact
	Browning, Nicole Ellen	Prim In:	<input checked="" type="checkbox"/>	Approve	<input type="text"/>
	Schroeder, Philip Jason	TA	<input checked="" type="checkbox"/>	Grade	<input type="text"/>

**Room Characteristics** Customize | Find | View All First 1 of 1 Last

*Room Characteristic	*Quantity
	1

Save | Return to Search | Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

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.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID: 000800 Course Offering Nbr: 1  
 Academic Institution: University of Central Florida  
 Term: Spring 2012 Undergrad  
 Subject Area: BSC Biology  
 Catalog Nbr: 2010C BIOLOGY I

Class Sections Find | View All First 4 of 25 Last

Session: 1 1 - Semester Only Class Nbr: 12827  
 Class Section: 0011 Component: Laboratory Event ID:  
 Associated Class: 3 Units:

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
 BL 0211 48 W 8:30AM 10:20AM 01/09/2012 04/30/2012  
 BL 0211 Topic ID: Free Format Topic:  
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View 2 1-3 of 3 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact
	Browning, Nicole Ellen	Prim In:	<input checked="" type="checkbox"/>	Approve	
	Schroeder, Philip Jason	TA	<input checked="" type="checkbox"/>	Grade	
	Yeargain, Karen Michele	NoTchT	<input checked="" type="checkbox"/>	Grade	

Room Characteristics Customize | Find 1 of 1 Last

*Room Characteristic	*Quantity
	1

Save Return to Search Notify

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

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**.

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID: 000800      Course Offering Nbr: 1  
 Academic Institution: University of Central Florida  
 Term: Spring 2012      Undergrad  
 Subject Area: BSC      Biology  
 Catalog Nbr: 2010C      BIOLOGY I

Class Sections      Find | View All    First 4 of 25 Last

Session: 1      1 - Semester Only      Class Nbr: 12827  
 Class Section: 0011      Component: Laboratory      Event ID:  
 Associated Class: 3      Units:

Meeting Pattern      Find | View All    First 1 of 1 Last

Facility ID    Capacity    Pat    Mtg Start    Mtg End    M    T    W    T    F    S    S    \*Start/End Date  
 BL 0211    48    W    8:30AM    10:20AM              01/09/2012    04/30/2012

BL 0211      Topic ID:      Free Format Topic:  
 Print Topic On Transcript      [Contact Hours](#)

Instructors For Meeting Pattern      Customize | Find | View 2 |    First 1-3 of 3 Last

Assignment | **Workload**

ID	Name	Load Factor		
<input type="text"/>	Browning, Nicole Ellen	50.0000	+	-
<input type="text"/>	Schroeder, Philip Jason	50.0000	+	-
<input type="text"/>	Yeagain, Karen Michele		+	-

Room Characteristics      Customize | Find |    First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

Save    Return to Search    Notify

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

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.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

**Course ID:** 000800      **Course Offering Nbr:** 1  
**Academic Institution:** University of Central Florida  
**Term:** Spring 2012      Undergrad  
**Subject Area:** BSC      Biology  
**Catalog Nbr:** 2010C      BIOLOGY I

**Class Sections** Find | View All First 4 of 25 Last

**Session:** 1      1 - Semester Only      **Class Nbr:** 12827  
**Class Section:** 0011      **Component:** Laboratory      **Event ID:**  
**Associated Class:** 3      **Units:**

**Meeting Pattern** Find | View All First 1 of 1 Last

**Facility ID**      **Capacity**      **Pat**      **Mtg Start**      **Mtg End**      **M**      **T**      **W**      **T**      **F**      **S**      **S**      **\*Start/End Date**

BL 0211      48      W      8:30AM      10:20AM                                                01/09/2012      04/30/2012

BL 0211      **Topic ID:**      **Free Format**      **Topic:**  
 **Print Topic On Transcript**      [Contact Hours](#)

**Instructors For Meeting Pattern** Customize | Find | View 2 | First 1-3 of 3 Last

[Assignment](#) | [Workload](#)

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>	Browning, Nicole Ellen	Prim In:	<input checked="" type="checkbox"/>	Approve	<input type="text"/>
<input type="text"/>	Schroeder, Philip Jason	NoTchT	<input checked="" type="checkbox"/>	Grade	<input type="text"/>
<input type="text"/>	Yeagain, Karen Michele	NoTchT	<input checked="" type="checkbox"/>	Grade	<input type="text"/>

**Room Characteristics** Customize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

[Save](#)      [Return to Search](#)      [Notify](#)

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes

Course ID: 000800 Course Offering Nbr: 1  
 Academic Institution: University of Central Florida  
 Term: Spring 2012 Undergrad  
 Subject Area: BSC Biology  
 Catalog Nbr: 2010C BIOLOGY I

Class Sections Find | View All First 4 of 25 Last

Session: 1 1 - Semester Only Class Nbr: 12827  
 Class Section: 0011 Component: Laboratory Event ID:  
 Associated Class: 3 Units:

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
 BL 0211 48 W 8:30AM 10:20AM 01/09/2012 04/30/2012  
 BL 0211 Topic ID: Free Format Topic:  
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View 2 | First 1-3 of 3 Last

ID	Name	Load Factor		
<input type="text"/>	Browning,Nicole Ellen	100.0000	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	Schroeder,Philip Jason	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	Yeagain,Karen Michele	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Room Characteristics Customize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity		
<input type="text"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

## Class Sections with Multiple Meeting Patterns

Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes

Course ID: 006174      Course Offering Nbr: 1  
 Academic Institution: University of Central Florida  
 Term: Spring 2013      Undergrad  
 Subject Area: MAC      Mathematics Calculus/Precalc  
 Catalog Nbr: 2312      CALC W ANALYTIC GEOMETRY II

**Class Sections** Find | View All | First 13 of 13 Last

Session: 1      1 - Semester Only      Class Nbr: 14087  
 Class Section: 0302      Component: Lecture      Event ID: 000144726  
 Associated Class: 302      Units:

**Meeting Pattern** Find | View All | First 1 of 2 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
MAP 0405	49	MWF	1:30PM	2:50PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/07/2013 - 04/30/2013
MSB 0405												

Topic ID:       Free Format   
 Topic:   
 Print Topic On Transcript      [Contact Hours](#)

**Instructors For Meeting Pattern** Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact
	Haussermann V, John William	Prim In: ▼	<input checked="" type="checkbox"/>	Approve ▼	<input type="text"/>

**Room Characteristics** Personalize | Find | First 1 of 1 Last

*Room Characteristic	*Quantity
	1

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#)

If the section has multiple meeting patterns and the same instructor is listed 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.