Each Term classes are “rolled over” from the previous year in PeopleSoft (Fall 2009 will be rolled into Fall 2010). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

The first step is to print an MS Review (Master Schedule Review) report to get a clear sense of what courses and what sections have been “rolled over” from the previous year.

Then, using the MS Review report as a guide, Department Schedulers update the Schedule of Classes to reflect any changes for the new Term. Perhaps the instructor for a class has changed or the class is being held in a different room or more sections of a course were added.

**Navigation:**

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

If a course was not offered in the Term that was “rolled over” then it will not be in the new Term. This course will have to be added as a “New Course” for this Term. This is done in the Schedule New Course component:

Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course
Update Instructors

Click the Meetings tab. This is where you assign the room, meeting days/times and instructors for the class.

**IMPORTANT!** If this is a course that is combined with other courses you cannot update the information here. You must go to the Schedule Class Meetings page (Curriculum Management > Schedule of Classes > Schedule Class Meetings). **Combined courses must be “linked” by the Registrar’s Office first!**

The completion of accurate information on this page is essential for reporting Workload Analysis information to SUNY. Instructors should be assigned right away. Other information on the Meetings page is opened for editing after the enrollment snapshot.

Click the Previous/Next arrows to navigate to the section of this course that you want to update.

Click View All to view all of the instructors for this class.
The, complete the Instructor information for each person associated with this class:

- Enter the Instructor’s Stony Brook ID in the ID field.

  If you do not know the ID number, click the LOOKUP button and search for the instructor by First name and Last name.

  **Note:** If the field turns red and the instructor cannot be found in the list of valid instructors for your department you must check the Instructor Advisor table.

- Your dept must be in the list of approved courses for the Instructor.

- New instructors must be active (hired) in PeopleSoft at least one day before the start of the Term.

- Select the Instructor Role.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Instructor</strong></td>
<td>Should be assigned to the instructor who is fully responsible for the course based on the course instruction or contact minutes. Most often the Primary Instructor should be a faculty member, however, a graduate student can be the Primary Instructor if the graduate student is solely responsible for the scheduled course. For multi-component courses, assign the instructor a role of Primary Instructor on the lecture and “supervisor” on the additional sections (eg., lab, recitation). This provides the ability for departments to allow grading access for the primary instructor for the additional sections. For multi-component courses, do NOT assign the instructor a role of Primary Instructor on the lecture and “Primary Instructor” on the additional sections (eg., lab, recitation) unless that same instructor is fully responsible for those sections. In the instances where teaching responsibility is shared between more than one instructor, indicate a maximum of ONE Primary Instructor based on the course contact minutes (i.e., instruction). Additional instructors should be assigned the role of Secondary.</td>
</tr>
<tr>
<td><strong>Secondary Instructor</strong></td>
<td>In the instances where teaching responsibility is shared between more than one instructor, indicate ONE Primary Instructor based on the course contact minutes and one or more Secondary Instructors. Note that the abbreviation “sec instr” is not intended to stand for “section instructor,” and should not be applied as such.</td>
</tr>
</tbody>
</table>
### Administrator

This instructor role is not reported in CASA, however, correct setup is vital for grading access of the instructor(s). This role is useful when a course instructor has arranged for a department administrator (usually the ATC or similar) to administer the course (submit grades, manage rosters, etc). In these cases, the primary instructor remains on the course, and a course administrator is assigned a role of "admin" plus the appropriate level of grading access.

### Supervisor

This instructor role is not reported in CASA, however, correct setup is vital for grading access of the instructor(s). Use this for a course with multi-components (eg., lecture/lab + recitation). The instructor (usually Faculty) should be assigned to the lecture as "primary instructor" and as the "supervisor" for each of the labs and/or recitations.

### TA Reader/Grader

Assign this role for Graduate students who read/grade papers and don't actually meet with students. For CASA reporting purposes, do not add hours for these.

- If you want the instructor to appear in the Class Schedule and in SOLAR Class Search for this class, check the Print option. Supervisors, Administrators and Reader/Graders should never be printed in the Class Schedule!

- Select the instructor’s level of access to rosters and grade submission in SOLAR. Only one person per class can have Approve access (usually the Primary Instructor, Secondary Instructor or Supervisor)! TA’s, Administrators and Reader/Graders should not have Approve access.

<table>
<thead>
<tr>
<th>Access</th>
<th>View Roster</th>
<th>Input Grades</th>
<th>Submit Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Grade</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>None</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

- In general, departments do not have to enter Contact minutes. Contact minutes are calculated from section start and end times and entered automatically reporting purposes.

1. **Add a New Row** button.
2. **Save** after each section that you update. To update another section go click the **Next Row** button next to Class Section.
3. **Return to Search** button.

Scheduling Classes in PeopleSoft  
Prepared by Kim Rant, Client Support  
Revised 1/08 for PS 8.9