

Instructor Assignment Overview

The **Instructor Assignment** application allows Department Administrators to make instructor assignments online, at any time. This document will explain that process.

Login

The login process uses Touchstone which makes the system available on your computer using certificates or any computer using your Kerberos username and password.

Roles

As you log in you are given access to authorized subjects within your domain. This ensures that you only make assignments for instructors in course/level/options for which your role grants access.

Key Features of the System

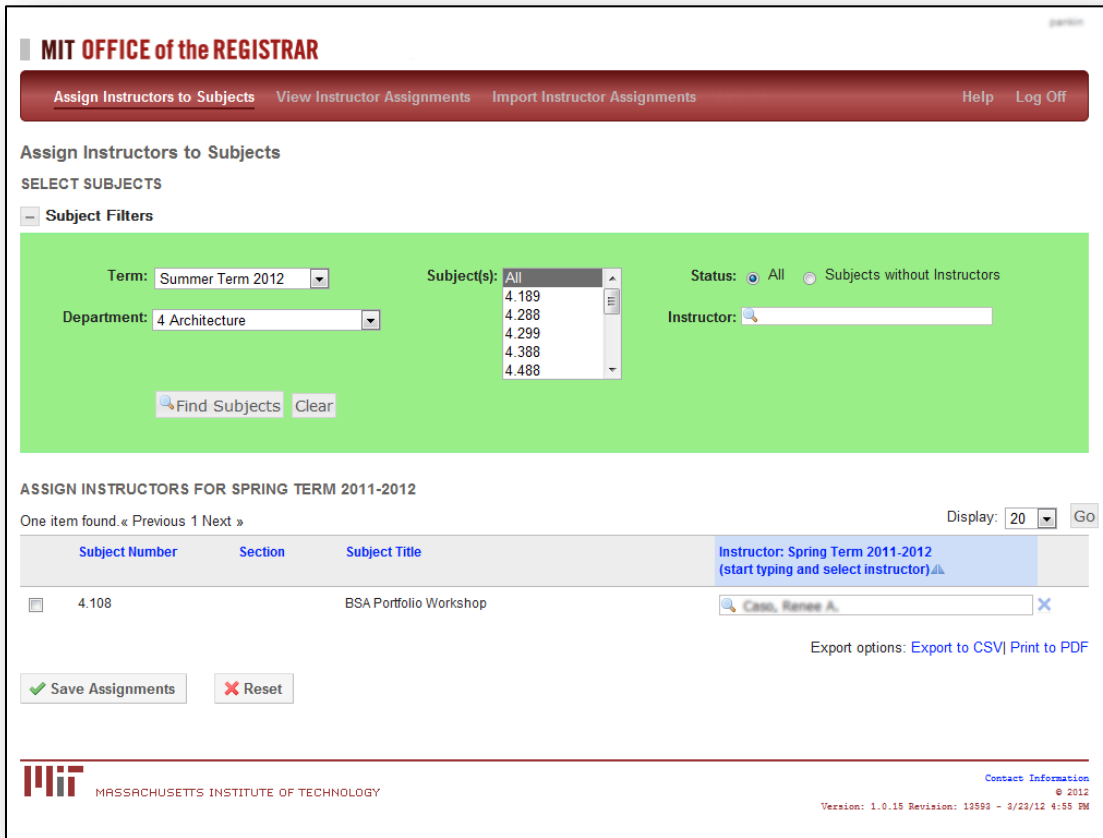
- the system allows assignments to be made for the current term and one future term
- the system allows for the assignment of one instructor per subject (and section for those who manage section enrollment in MITSIS) who then has access to class lists on WEBSIS and becomes the gradesheet submitter
- any employee may be assigned as an instructor
- assignments may be imported into the system

You may access the Instructor Assignment Home Page at the following address:

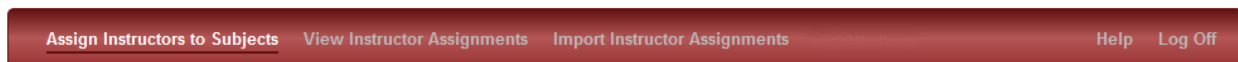
<https://edu-apps.mit.edu/assigninstructor>.

Instructor Assignment Home Page

This is the Home screen for the **Assign Instructor** Application.



The title of this screen is displayed immediately below the maroon menu bar.



Menu Options

Assign Instructors to Subjects – assign instructors to subjects and sections for which you are authorized

View Instructor Assignments – view, print and export assignments for previous, current and one future term

Import Assignments – upload a file of instructor assignments

Help – displays Help documentation pages

Log Off - ends your session but be sure to close your browser to complete the process

Assign Instructors to Subjects

From here you will be able to:

1. Search for subjects by filtering
2. Assign an instructor to a subject or section

Subject Filters

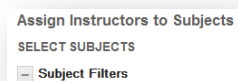
The Subject Filters area lets you filter the display of subjects by selecting a department, if you are authorized to see more than one, by term, and then by subject. Select **All** to see all subjects. You can also choose to display all subjects or only those which have no instructor assigned. Finally, you can find all subjects with a particular instructor assigned.

When you've made your filter selections, click **Find Subjects**. The list of subjects which meet your filter criteria are displayed. The **Clear** button sets filters back to their default state.

As you begin to type an Instructor's first or last name an auto-complete list of choices will show. Click the name in the list to enter it.

NOTE: You must click an instructor's name from the auto-complete pop-up list for the system to recognize your choice.

Look for **SELECT SUBJECTS** under the Assign Instructors to Subjects area. Click the Plus (+) next to **Subject Filters** to show the green criteria box.

A green rectangular form with white text and controls. It contains the following elements:

- Term:** A dropdown menu with "Spring Term 2011-2012" selected.
- Department:** A dropdown menu with "4 Architecture" selected.
- Subject(s):** A dropdown menu with "All" selected. A list of subject numbers is visible: 4.108, 4.111, 4.113, 4.115, 4.152.
- Status:** Two radio buttons: "All" (selected) and "Subjects without Instructors".
- Instructor:** A text input field with a magnifying glass icon on the left.
- Buttons:** "Find Subjects" (with a magnifying glass icon) and "Clear".

Add Instructors

This section will explain the process of adding an instructor to a subject. Once an instructor is added, they have access to Class Lists in WEBSIS and become the Gradesheet Submitter for that subject/section.

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Assign Instructors to Subjects | View Instructor Assignments | Import Instructor Assignments | Help | Log Off

Assign Instructors to Subjects

SELECT SUBJECTS

Subject Filters

Term: Spring Term 2011-2012 | Subject(s): All | Status: All | Subjects without Instructors

Department: 4 Architecture | Instructor: [Search]

Find Subjects | Clear

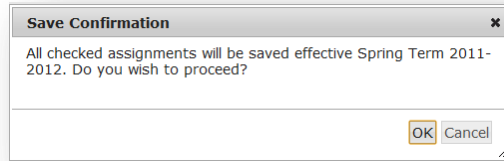
ASSIGN INSTRUCTORS FOR SPRING TERM 2011-2012

Displaying 1-20 of 117 « Previous 1, 2, 3 Next » | Display: 20 | Go

Subject Number	Section	Subject Title	Instructor: Spring Term 2011-2012 (start typing and select instructor)
<input type="checkbox"/> 4.108		BSA Portfolio Workshop	[Search] X
<input type="checkbox"/> 4.111		Introduction to Architecture and Environmental Design	[Case, Renée A.] X
<input type="checkbox"/> 4.113		Architecture Design Fundamentals II	[Case, Renée A.] X
<input type="checkbox"/> 4.115		Architecture Design Studio II	[Search] X
<input type="checkbox"/> 4.152		Architecture Design Core Studio II	[Case, Renée A.] X
<input type="checkbox"/> 4.152	D01	Architecture Design Core Studio II	[Search] X

1. Just above the list of subjects, on the left, you will see how many subjects the page is displaying out of the total number. Click the Previous, Next and page number links to view other screens.
2. The screen is set to display 20 subjects per screen. Change this on the far right using the popup list. Make a choice (10, 20, 50, 100 or All) then click **Go**.
3. Click a column head to sort ascending. Click again to sort descending. The default sort order is subject number, then section number.
4. Any MIT employee may be added as an **Instructor**. Type the first few letters of a name and pause. Choose the name by clicking it in the list.
5. Click the **X** to delete an instructor name.
6. Any change to the instructor box will cause the check box at the far left of a row to become checked. All checked records will be saved whether you've assigned an instructor, or removed an instructor. You may uncheck any record to prevent saving that record.
7. Click **Reset** to clear any changes since the last save. Click **Save Assignments** to save the edits you've made since the last save. You may make as many instructor changes as you like before saving. On the bottom right are links to print a PDF copy or to export the data (**Export options: CSV | PDF**)
8. Only the subjects displayed on the screen will be printed to a PDF or exported. This may not include all subjects.

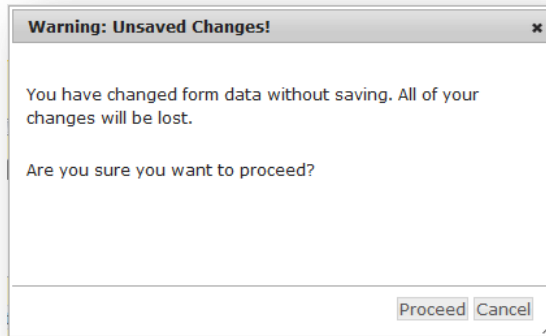
When you click to save you will see the following message asking for a confirmation.



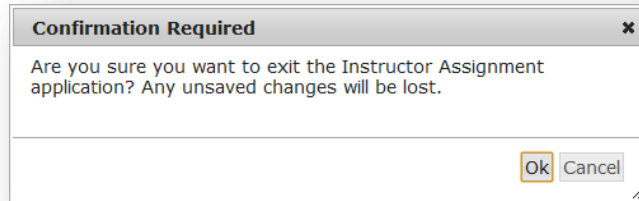
After you save you will see a success message.



If you try to leave this screen before saving you will see the following message.



If you try to logout before saving you will see the following message.



View Instructor Assignments

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Assign Instructors to Subjects **View Instructor Assignments** Import Instructor Assignments Impersonate Help Log Off

View Instructor Assignments

Subject Filters

Term: Spring Term 2011-2012 Subject(s): All Instructor:

Department: 4 Architecture

4.108
4.111
4.113
4.115
4.152

Find Subjects Clear

8 items found, displaying all items. « Previous 1 Next » Display: 20 Go

Subject Number ▲	Section	Subject Title	Instructor: Spring Term 2011-2012
4.113		Architecture Design Fundamentals II	no instructor assigned
4.152		Architecture Design Core Studio II	Cass, Renee A.
4.152	D01	Architecture Design Core Studio II	Fenton, Jeffrey D.
4.152	D02	Architecture Design Core Studio II	Canavan, Brian E.
4.152	D03	Architecture Design Core Studio II	Nelson, Brian R.
4.366		Advanced Projects in Visual Arts	Cass, Renee A.
4.368		Studio Seminar in Public Art/Public Sphere	Cass, Renee A.
4.388		Preparation for SMACT Thesis	Cass, Renee A.

Export options: [Export to CSV](#) | [Print to PDF](#)

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1. The list will display subjects based on your filter criteria. Setting filter criteria works the same as when you are assigning instructors, except that you will be shown all subjects, even those with no instructors assigned. This is a Read Only view.
2. Each subject, section, subject title and instructor assignment is shown.
3. Page navigation works the same as on the **Assign Instructors to Subjects** page.
4. The current list may be exported to a CSV file to open in Excel or, printed as a PDF file.

Import Instructor Assignments

The Import Assignments page allows you to import instructor assignment information kept in an external file. Data in the file must be in the .csv format.



Import Instructor Assignments

Term:

Department:

Select Data File: No file chosen

1. To begin the process, select the desired term and department.
2. The **Choose File** button lets you browse your system for the desired file.
3. When the file is located and listed, choose Import.