



# **Instructor Assignment Application Guide**

## Instructor Assignment Overview

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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 screenshot shows the 'MIT OFFICE of the REGISTRAR' interface for assigning instructors. It features a maroon navigation bar with links: 'Assign Instructors to Subjects' (active), 'View Instructor Assignments', 'Import Instructor Assignments', 'Help', and 'Log Off'. Below the bar, the page title 'Assign Instructors to Subjects' is displayed. A 'SELECT SUBJECTS' section includes a 'Subject Filters' panel with dropdowns for 'Term' (Summer Term 2012) and 'Department' (4 Architecture), a 'Subject(s)' list (All, 4.189, 4.288, 4.299, 4.388, 4.488), and a 'Status' section (All selected, Subjects without Instructors). An 'Instructor' search field is also present. 'Find Subjects' and 'Clear' buttons are at the bottom of the filter panel. Below this, a table titled 'ASSIGN INSTRUCTORS FOR SPRING TERM 2011-2012' shows one item found. The table has columns for 'Subject Number', 'Section', 'Subject Title', and 'Instructor'. The first row shows subject 4.108, section BSA Portfolio Workshop, and instructor 'Caso, Renee A.'. Navigation links 'One item found', 'Previous', and 'Next' are on the left, and 'Display: 20' and 'Go' are on the right. 'Export options: Export to CSV | Print to PDF' are at the bottom right. At the bottom of the page, the MIT logo and 'MASSACHUSETTS INSTITUTE OF TECHNOLOGY' are on the left, and 'Contact Information', '© 2012', and 'Version: 1.0.15 Revision: 10592 - 9/23/12 4:55 PM' are on the right.

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

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From here you will be able to:

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

### Subject Filters

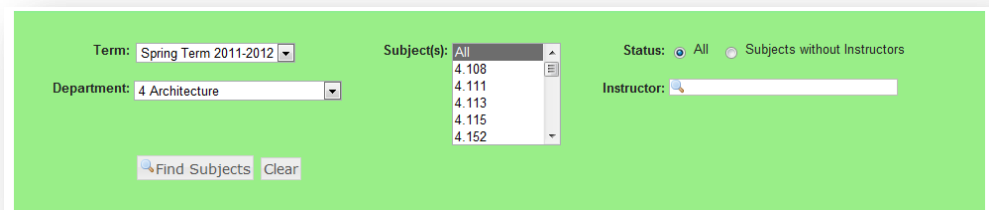
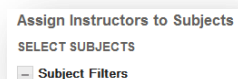
The Subject Filters area lets you filter the display of subjects by selecting a department, if you are authorized to see more than one, by term, and then by subject. Select **All** to see all subjects. You can also choose to display all subjects or only those which have no instructor assigned. Finally,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

- Term:** A dropdown menu showing "Spring Term 2011-2012".
- Department:** A dropdown menu showing "4 Architecture".
- Subject(s):** A dropdown menu showing "All", with a list of subject numbers (4.108, 4.111, 4.113, 4.115, 4.152) visible below it.
- 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" and "Clear" buttons at the bottom.

## 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 | Department: 4 Architecture | Subject(s): All (4.108, 4.111, 4.113, 4.115, 4.152) | Status: All (Selected) | Subjects without Instructors | Instructor: [Search Box]

Find Subjects | Clear

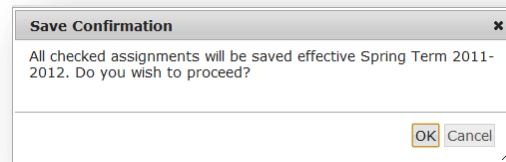
**ASSIGN INSTRUCTORS FOR SPRING TERM 2011-2012**

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 Box] X
<input type="checkbox"/> 4.111		Introduction to Architecture and Environmental Design	[Search Box] X
<input type="checkbox"/> 4.113		Architecture Design Fundamentals II	[Search Box] X
<input type="checkbox"/> 4.115		Architecture Design Studio II	[Search Box] X
<input type="checkbox"/> 4.152		Architecture Design Core Studio II	[Search Box] X
<input type="checkbox"/> 4.152	D01	Architecture Design Core Studio II	[Search Box] 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.

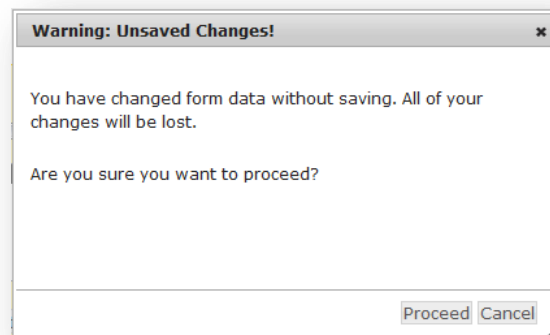
When you click to save you will see the following message asking for a confirmation.



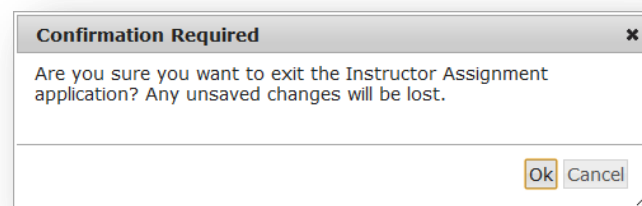
After you save you will see a success message.



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

Department: 4 Architecture

Subject(s): All  
4.108  
4.111  
4.113  
4.115  
4.152

Instructor: 


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	Penton, 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

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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.



The screenshot shows a web form titled "Import Instructor Assignments". The form has a light green background. It contains three dropdown menus: "Term:" with "Spring Term 2011-2012" selected, "Department:" with "4 Architecture" selected, and "Select Data File:" with "Choose File" and "No file chosen" options. Below these are two buttons: "Import" and "Reset".

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.