

## **Maintain Instructors**

**Purpose:** Access **Maintain Instructors** to update any information or add new information to existing Instructors/Advisors.

Step	Action					
1.	Navigate to Maintain Instructor/Advisor Table: Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table					
	Favorites Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table					
	Instructor/Advisor Table					
	Enter any information you have and click Search. Leave fields blank for a list of all values.					
	Find an Existing Value					
	Maximum number of rows to return (up to 300): 300					
	ID: begins with					
	National ID: begins with -					
	Last Name: begins with -					
	First Name: begins with 👻					
	Include History     Correct History     Case Sensitive					
	Search Clear Basic Search 📳 Save Search Criteria					
2.	Result: The matching instructor displays.					
	Lori Johnson 359396					
	Instructor Details Find   View All First I of 1 Last					
	*Effective Date: 01/08/2001 ★ Status: Active   + -					
	*Instructor Type: Instructor  Advisor					
	*Academic Institution: UNICS University of Northern Iowa					
	*Primary Acad Org: 0023300 Q Communication Studies					
	Instructor/Advisor Role Find   View All First I 1 of 1 Last					
	Advisor Number: 1 Percent of					
	*Academic Career:					
	Academic Program:					
	Academic Plan:					
	Academic Sub-Plan:					
	Save Return to Search ENotify					



Step	Action					
3.	Instructor/Advisor Table Approved Courses					
	Professor Plum TR0008					
	Instructor Details Find   View All First I of 1 Last					
	*Effective Date: 11/08/2010 Status: Active ▼ + -					
	*Instructor Type: Instructor  Advisor					
	*Academic Institution: UNICS University of Northern Iowa					
	*Primary Acad Org: 0024500 Q Physics					
	*Instructor Available: Available					
	<ul> <li>In the Instructor Details, audit the following:</li> <li>Effective date – Displays the date the Instructor became Active/Inactive</li> <li>Status – Displays Active or Inactive</li> <li>Instructor Type – Displays Instructor, Advisor Only, Teaching Assistant</li> <li>Advisor check box – Select if the Instructor/Teaching Assistant is an Advisor. If Instructor Type is Advisor Only, the box is automatically selected.</li> <li>Academic Institution – Defaults to UNICS</li> <li>Primary Acad Org – Displays Academic Org Code &amp; Description</li> <li>Instructor Available – Displays Available, Sabbatical, or Unavailable</li> </ul>					
	Instructor/Advisor Role Find I View All First 1 of 1 1 last					
	Advisor Number: 1 Percent of + -					
	*Academic Career:					
	Academic Program:					
	Academic Plan:					
	Academic Sub-Plan:					



Step	Action							
4.	Select the <b>Approved Courses</b> tab. <i>Result:</i> A primary academic org is listed as well as any other academic orgs for which they have instructed.							
	Professor Plum TR0008							
	Instructor Details Find   View All First 🗷 1 of 1 🗷 Last							
	Effective Date:     01/08/2001     Status:     Active       Instructor Type:     Instructor     Instructor							
	Academic Institution: UNICS     University of Northern Iowa       Primary Acad Org:     0023500       Communication Studies							
	Course Description       Customize   Find   Image: First							
5.	Use the <b>Correct History</b> button to make applicable updates on each tab, as applicable.							
	<i>Note:</i> Correct History will be used as part of implementation to correct any conversion data. Going forward access to Correct History should not be used.							
6.	Click the <b>Save</b> button.							

*Note:* In the future as you are made aware of changes in instructor status or availability, use the **Add Row** button in the **Instructor Details** section and set the effective date as appropriate.

Instructor/Advisor Table	Approved (	Courses			
Professor Plum	TR0008				
Instructor Details			Find	View All	First 🗷 1 of 1 🗷 Last
*Effective Date:	11/08/2010	"Status:	Active	•	
"Instructor Type:	Instructor		-		Advisor
"Academic Institution:	UNICS	1	University of Northe		ern lowa
*Primary Acad Org:	0024500	Q I	Physics		
*Instructor Available:	Available		-		