Course Instructor Management

How To Assign & Remove Instructors, Assign a Primary Instructor, & Assign Multiple Instructors
How To: Assign an Instructor

**Step 1:** Navigate to the Course Instructor Management application in myUK through the following links.
**Step 2:** Select the appropriate term from the first drop-down menu.

**Step 3:** Select the course prefix from the second drop-down menu.
**Step 4:** Enter the course number and section number (if searching for a specific section) and then click “Load”. Leaving the section number blank will display all sections of a given course.

This will bring up the section(s) queried for the selected term.
**Step 5:** Click the “Assign Someone” button on the event line of the desired section.
**Step 6:** In the “Search for someone” textbox, type the name of the instructor you’d like to add. Then click “Search”. Select the desired instructor by clicking “Assign”.

![Assign an instructor dialog box](image-url)
**Step 7:** If this person is the only instructor, make sure the "Effort" percentage is set to 100%. Then, select any necessary flags for the instructor.

- **TCE flag** = The instructor will receive a Teacher Course Evaluation for this section.
- **TA flag** = The instructor is a Teacher’s Assistant.
- **Guest flag** = The instructor is a Guest Lecturer.
- **Canvas flag** = The instructor will be assigned as the instructor for the section’s Canvas shell.
**Step 8:** If this instructor will be the **Primary Instructor**, make sure the "Make primary instructor?" Box is selected.

Every section with an instructor assignment needs to have a primary instructor designated, even if there is only one instructor on the section. For sections with multiple instructors, only one can be designated as the primary instructor.

When finished, click "Assign".
The instructor has now been assigned and has been made the Primary Instructor.
How To: Remove an Instructor

Step 1: Click “Delete” on the event line.
Step 2: In the pop-up box, click “Remove Assignment”.

The instructor has now been removed.
How To: Assign Multiple Instructors

**Step 1**: In the event line, click “Assign Someone”.

![Diagram showing how to assign multiple instructors](image)
**Step 2:** Enter the name of the instructor you’d like to assign in the “Search for someone” textbox, then click “Search”. Click “Assign” next to the appropriate instructor.

**Step 3:** Select any necessary flags for the new instructor, then click “Assign”.
Step 4: Once the instructor has been added, click the “Distribute %” button to re-distribute the responsibility percentages evenly among all instructors. Percentages can also be assigned manually.

Click “Save All” to save the new percentages.
How To: Assign a Primary Instructor

**Step 1:** Click “Assign Someone” under the section.
Step 2: Click “Assign” next to the instructor who you’d like to assign as the Primary Instructor.

The Primary Instructor has now been assigned.
How To: Change the Primary Instructor

**Step 1:** Under the Primary Instructor assignment area, click “Pick Someone Else”.

![Section 211 Instructor Assignment](image)
**Step 2:** Click “Assign” next to the new Primary Instructor.

The Primary Instructor has now been updated.
Questions?

Contact **Course Scheduling** at

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