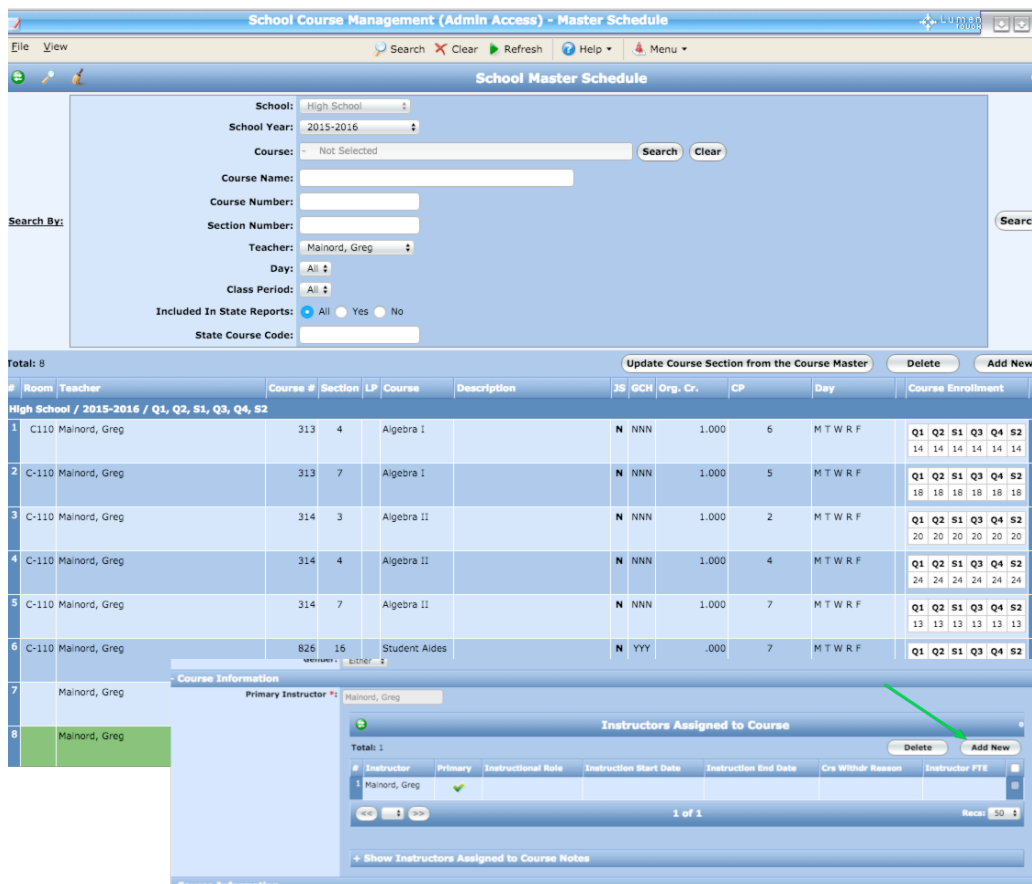


Assign Instructor to Classes

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Master Schedule

If the School Year has begun and an instructor is being replaced by another, follow the steps below.

1. Search by Instructor for the instructor being replaced.
2. Click on a class.
3. In the Course Information section, click **Add New**.
4. Click the Search button for **Instructor** and assign.
5. Set **Primary** to Yes (the system will give a message, click OK)
6. Select the appropriate Instructional Role.
7. Set the **Instructional Start Date** to the date the Instructor starts and leave the **End Date** blank.
8. Click Save and Finish
9. Click on the previous instructor and enter **the End Date** as the last day the previous instructor taught. (Dates cannot overlap with other instructor)
10. Save and Finish and Save and Finish
11. Repeat for next class.



The screenshot displays the 'School Course Management (Admin Access) - Master Schedule' interface. The top section shows search filters for School (High School), School Year (2015-2016), and Course (Not Selected). Below this is a table of course sections. The table has columns for #, Room, Teacher, Course #, Section, LP, Course, Description, JS, GCH, Org. Cr., CP, Day, and Course Enrollment. The table lists 8 sections for Algebra I and Algebra II, and Student Aides. A dialog box titled 'Instructors Assigned to Course' is open, showing a table with columns for Instructor, Primary, Instructional Role, Instruction Start Date, Instruction End Date, Crs Withdr Reason, and Instructor FTE. The table shows one instructor, Mainord, Greg, with Primary checked. A green arrow points to the 'Add New' button in the dialog.

| # | Room | Teacher | Course # | Section | LP | Course | Description | JS | GCH | Org. Cr. | CP | Day | Course Enrollment |
|---|-------|---------------|----------|---------|----|---------------|-------------|----|-----|----------|----|-----------|-------------------------------|
| 1 | C110 | Mainord, Greg | 313 | 4 | | Algebra I | | N | NNN | 1.000 | 6 | M T W R F | Q1 14 Q2 14 S1 14 Q3 14 Q4 14 |
| 2 | C-110 | Mainord, Greg | 313 | 7 | | Algebra I | | N | NNN | 1.000 | 5 | M T W R F | Q1 18 Q2 18 S1 18 Q3 18 Q4 18 |
| 3 | C-110 | Mainord, Greg | 314 | 3 | | Algebra II | | N | NNN | 1.000 | 2 | M T W R F | Q1 20 Q2 20 S1 20 Q3 20 Q4 20 |
| 4 | C-110 | Mainord, Greg | 314 | 4 | | Algebra II | | N | NNN | 1.000 | 4 | M T W R F | Q1 24 Q2 24 S1 24 Q3 24 Q4 24 |
| 5 | C-110 | Mainord, Greg | 314 | 7 | | Algebra II | | N | NNN | 1.000 | 7 | M T W R F | Q1 13 Q2 13 S1 13 Q3 13 Q4 13 |
| 6 | C-110 | Mainord, Greg | 826 | 16 | | Student Aides | | N | YYY | .000 | 7 | M T W R F | Q1 Q2 S1 Q3 Q4 S2 |

| # | Instructor | Primary | Instructional Role | Instruction Start Date | Instruction End Date | Crs Withdr Reason | Instructor FTE |
|---|---------------|-------------------------------------|--------------------|------------------------|----------------------|-------------------|----------------|
| 1 | Mainord, Greg | <input checked="" type="checkbox"/> | | | | | |