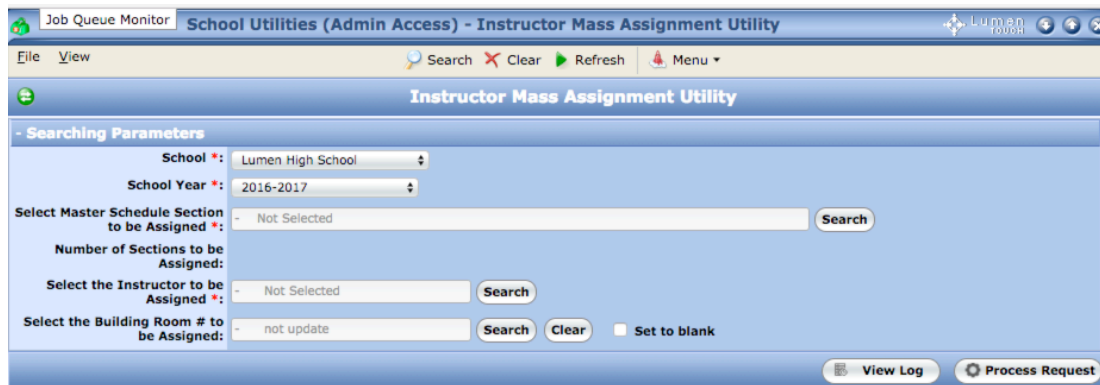


# Changing the Instructor

## Changing the Instructor in Mass

The following utility will allow changing the instructor of a group of classes to another instructor.  
[EzStart -> Lumen Touch - School -> School Utilities -> School Utilities -> Instructor Mass Assignment Utility](#)

Search for the Instructor of the classes, choose the classes, and select the new instructor and the room number if needed.



## Changing the Instructor of an Individual Class

[EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Master Schedule](#)

Search for and select the class to be changed. Click on the instructor name under Course Information. Click the Search button to the right of the Instructor's name and locate the new instructor and select. Save and Finish. **Important:** Also Save and Finish for the section.

