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~~10~~ EASY STEPS TO...

# Assign Instructors, and Workload Hours, to a Section in Courshedog

1. Log into Courshedog.  
<https://cuny.courshedog.com/#/dashboard/home>
2. Select "Section Editor."
3. Select the term on display in order to change to the correct/appropriate term.
4. Select "Departments."
5. Select the correct/appropriate department.
6. Select the expand arrow on the correct/appropriate course to view all sections.
7. Under the section column, hover the cursor over the five-digit class number in order to display the section editor button (a box with an arrow through it) and select the box.
8. If the selected section has ONE MEETING TIME, please go to Step 9, page 2.  
If the selected section has TWO or MORE MEETING TIMES, please go to Step 18, page 4.

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### SECTIONS WITH ONE MEETING TIME

9. Select "+ Instructor."

10. Use the search box to locate the instructor.

*Please note:* the search function is very dynamic and can find names based on any matching fields. For example, you can use first name, last name or even part of the name, and the system will provide any instructor who matches the data entered.

11. Select the correct faculty member.

12. If you need to add additional faculty to the section, go back to Step 8, until all faculty are listed.

13. After entering all faculty names, select "Set Instructor Roles & Details" below the list of assigned faculty.

14. Select the one of the names listed.

a. Select the "Role" from the drop-down menu. (*required*)

b. Select the "Meeting" from the drop-down menu. (*required*)

i. **IMPORTANT:** You must assign each meeting pattern one at a time to faculty members. You can assign multiple faculty members to the same meeting pattern, but you must match each meeting pattern to each faculty member one at a time.

ii. Alternatively, you can assign one meeting pattern per instructor.

iii. *Please note:* the days/times assigned will be mirrored in CUNYfirst and will be on view for students. Feel free to assign days and times in the manner that works best for your department.

	NYCCT 1234/D123	
	Monday 9:00-11:30	Wednesday 9:00-11:30
Example 1	Prof. Smith	Prof. Smith
Example 2	Prof. McKenzie	Prof. Yoon
Example 3	Prof. Kapoor Prof. Garcia	Prof. Kapoor Prof. Garcia

c. "Print" will default to "Yes." This indicates that the instructor name will be published in CUNYfirst. Please leave as "Yes," unless you are assigning a Teaching Assistant. TAs should be assigned as "No."

d. "Grade Roster Access" will default to "Post." Please adjust if necessary.

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- e. "Contact" is auto-generated. Please do not adjust.
  - f. Select the "Employee Record" from the drop-down menu. (*required*) Please take care to assign the correct department and/or college.
  - g. "Assignment Type" will default to "Teaching, Classroom Regular." This default will cover almost 100% of your assignments, regardless of the faculty type or workload hours assignment. In almost all cases, you can leave the default in place.
  - h. "Load Factor" will default to 100%. You can disregard this field, as changes to Load Factor do *not* affect the actual workload.
  - i. "Workload" will default to the full workload for the section.
    - i. If there are multiple instructors, please reduce each instructor in turn.
    - ii. If you are reducing the workload overall for one instructor, simply enter the new number.
    - iii. If you are splitting the workload hours between full-time and extra compensation (adjunct) hours, please see Step 27, page 7.
  - j. Select "Save."
15. If you have additional instructors, repeat Steps 13 and 14, along with all sub-steps.
16. Once you have completed Steps 13 and 14 for all instructors, select "Save Section."
17. Select the next section to work on, and begin again at Step 6 and/or 7.

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### SECTIONS WITH TWO or MORE MEETING TIMES

If there are two or more meeting patterns for a section, you will need to assign the instructor to each pattern one at a time. If you attempt to assign multiple meeting patterns at the same time, it may create a workload error.

18. Select "+ Instructor."

19. Use the search box to locate the instructor.

*Please note:* the search function is very dynamic and can find names based on any matching fields. For example, you can use first name, last name or even part of the name, and the system will provide any instructor who matches the data entered.

20. Select the correct faculty member.

21. If you need to add additional faculty to the section, go back to Step 18, until all faculty are listed.

22. After entering all faculty names, select "Set Instructor Roles & Details" below the list of assigned faculty.

23. Select the one of the names listed.

a. Select the "Role" from the drop-down menu. *(required)*

b. Select the "Meeting" from the drop-down menu. *(required)*

i. **IMPORTANT:** You must assign each meeting pattern one at a time to faculty members. You can assign multiple faculty members to the same meeting pattern, or one faculty member to all meeting patterns, but you must match each meeting pattern to each faculty member one at a time.

ii. *Please note:* the days/times assigned will be mirrored in CUNYfirst and will be on view for students. Feel free to assign days and times in the manner that works best for your department.

	NYCCT 1234/D123	
	Monday 9:00-11:30	Wednesday 9:00-11:30
Example 1	Prof. Smith	Prof. Smith
Example 2	Prof. McKenzie	Prof. Yoon
Example 3	Prof. Kapoor Prof. Garcia	Prof. Kapoor Prof. Garcia

c. "Print" will default to "Yes." This indicates that the instructor name will be published in CUNYfirst. Please leave as "Yes," unless you are assigning a Teaching Assistant. TAs should be assigned as "No."

d. "Grade Roster Access" will default to "Post." Please adjust if necessary.

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- e. "Contact" is auto-generated. Please do not adjust.
- f. Select the "Employee Record" from the drop-down menu. (*required*) Please take care to assign the correct department and/or college.
- g. "Assignment Type" will default to "Teaching, Classroom Regular." This default will cover almost 100% of your assignments, regardless of the faculty type or workload hours assignment. In almost all cases, you can leave the default in place.
- h. "Load Factor" will default to 100%. You can disregard this field, as changes to Load Factor do *not* affect the actual workload.
- i. "Workload" will default to the full workload for the section.
  - i. When there are multiple meeting patterns, workload hours can only be assigned to ONE meeting. You must change the "Assign Type" for all other meetings to "Not Included in Workload" *and* set the workload hours to zero. This prevents the system from doubling or tripling the workload hours.
  - ii. When there are multiple meeting patterns, with different instructors assigned, you must reduce the workload hours for each person in their assigned meeting pattern.
  - iii. When there are multiple meeting patterns, with multiple faculty assigned to each, workload hours can only be assigned to ONE meeting. You must change the "Assign Type" for all other meetings to "Not Included in Workload" *and* set the workload hours to zero. This prevents the system from doubling or tripling the workload hours.

	NYCCT 1234/D123	
	Monday 9:00-11:30	Wednesday 9:00-11:30
Example 1	Prof. Smith <i>3.0 hours</i>	Prof. Smith <i>0.0 hours</i>
Example 2	Prof. McKenzie <i>1.5 hours</i>	Prof. Yoon <i>1.5 hours</i>
Example 3	Prof. Kapoor <i>1.5 hours</i> Prof. Garcia <i>1.5 hours</i>	Prof. Kapoor <i>0.0 hours</i> Prof. Garcia <i>0.0 hours</i>

- j. Select "Save."

24. If you have additional instructors, repeat Steps 22 and 23, along with all sub-steps.

25. Once you have completed Steps 22 and 23 for all instructors, select "Save Section."

**26.** Select the next section to work on, and begin again at Step 6 and/or 7.

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### SPLITTING WORKLOAD HOURS BETWEEN FULL-TIME and EXTRA COMPENSATION

If the selected section has ONE MEETING TIME, please go to Step 27, page 7.

If the selected section has TWO or MORE MEETING TIMES, please go to Step 33, page 9.

### SPLITTING WORKLOAD HOURS in SECTIONS WITH ONE MEETING TIME

27. If there is one meeting pattern, and you need split it between full-time and extra compensation, you will need to assign the instructor TWICE, once for the full-time hours and once for the extra compensation.

Follow Steps 9 through 15, and then do it *again*, treating the same instructor as a second instructor.

28. "Workload" will default to the full workload for the section.

- a. When there are multiple meeting patterns, with the same instructor assigned, but using different titles, you must reduce the workload hours for each meeting pattern.
- b. When there are multiple meeting patterns, with multiple faculty assigned to each, workload hours should only be assigned to ONE meeting. You must change the "Assign Type" for all other meetings to "Not Included in Workload" *and* set the workload hours to zero. This prevents the system from doubling or tripling the workload hours.
- c. *This might be more complex if there are multiple instructors assigned who are also splitting F/T and Extra Compensation hours. If that is the case, please contact your Dean's Assistant for additional support.*

	NYCCT 1234/D123	
	Tuesday 9:00-11:30	Tuesday 9:00-11:30
Example 1	Prof. Smith 1.0 hour on F/T Employee Record	Prof. Smith 2.00 hours on Adjunct Employee Record for Extra Compensation
Example 2	Prof. McKenzie 1.5 hours on Adjunct Employee Record	Prof. Yoon 1.5 hours on Adjunct Employee Record for Extra Compensation
Example 3	Prof. Kapoor 2.0 hours on Adjunct Employee Record	Prof. Kapoor 0.0 Hours
	Prof. Garcia 1.0 hour on F/T Employee Record	Prof. Garcia 1.0 hour on Adjunct Employee Record for Extra Compensation

Assign an Instructor to a Section, Coursedog

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29. Select "Save."
30. If you have additional instructors, repeat Steps 27 and 28, along with all sub-steps.
31. Once you have completed Steps 27 and 28 for all instructors, select "Save Section."
32. Select the next section to work on, and begin again at Step 6 and/or 7.

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### SPLITTING WORKLOAD HOURS in SECTIONS WITH TWO or MORE MEETING TIMES

33. If there are two or more meeting patterns, and you are assigning some hours as full-time and some as extra compensation, you can use one meeting pattern for the full-time hours and one meeting pattern to assign the extra compensation/adjunct workload hours.
34. "Workload" will default to the full workload for the section.
- a. When there are multiple meeting patterns, with the same instructor assigned, but using different titles, you must reduce the workload hours for each meeting pattern.

	NYCCT 1234/D123	
	Monday 9:00-11:30	Wednesday 9:00-11:30
Example 1	Prof. Smith 1.0 hour on <i>F/T Employee Record</i>	Prof. Smith 2.00 hours on <i>Adjunct Employee Record for Extra Compensation</i>
Example 2	Prof. McKenzie 1.5 hours on <i>Adjunct Employee Record</i>	Prof. Yoon 1.5 hours on <i>Adjunct Employee Record for Extra Compensation</i>
Example 3	Prof. Kapoor 2.0 hours on <i>Adjunct Employee Record</i>  Prof. Garcia 1.0 hour on <i>F/T Employee Record</i>	Prof. Kapoor 0.0 Hours  Prof. Garcia 1.0 hour on <i>Adjunct Employee Record for Extra Compensation</i>

35. Select "Save."
36. If you have additional instructors, repeat Steps 33 and 34, along with all sub-steps.
37. Once you have completed Steps 33 and 34 for all instructors, select "Save Section."
38. Select the next section to work on, and begin again at Step 6 and/or 7.
39. Once all sections have been assigned and all workload hours adjusted, log off Coursedog.