Managing Instructors and Students

HOW DO I LOGIN TO MANAGE INSTRUCTORS AND STUDENTS?

Log into: https://unt.iasystem.org/
Sign in using UNT credentials

NAVIGATE TO MANAGE INSTRUCTOR AND STUDENTS

There are two methods to manage the instructors or students in a specific class:

Method 1: From the View Evaluations page you can directly link to the Edit Instructors and Students page. You can do so only if there is an alert and hyperlink for missing instructor or student information.

Method 2: Navigate directly from the menu bar:

1. Select "Manage" from Main Menu.
2. Select "Instructors and Students" from the dropdown.

From the Instructors and Students page, select either the blue "**Search by Course or Instructor**" tab or the "**Browse Courses**" tab.

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Search by Course or Instructor:

1. Select Term *(defaults to current term).*
2. Option 1: Select radio button to choose a specific course.
3. Option 2: Select radio button to choose a specific instructor *(start typing in the instructor last name and you will be presented with instructors whose name starts with those letters. For example, if you type in "Bro" you would see Brock, Brown, etc.).*

Browse Courses:

1. Select Term *(defaults to current term).*
2. Select College *(defaults to 'All' or User's specific college they are scoped to).*
3. You may further refine your selection by Department and/or Course.

When all selections are made, click "Continue."

Depending on your selection, you will either be presented with a list of courses or a specific course. If you are presented with a list of courses, click on the hyperlink for the course that you wish to manage.

EDIT INSTRUCTORS AND STUDENTS

The Edit Instructors and Students page is comprised of an instructor section and a student section. From here you can perform the following actions:

*   Managing instructors includes the ability to **edit**, **delete** or **replace** an instructor in the course by selecting the corresponding icon or adding an instructor by selecting the **Add instructor** hyperlink.
*   Managing students includes the ability to **edit** or **delete** a student from the course by selecting the corresponding icon or adding a student by selecting the **Add student** hyperlink.

Winter 2015 - T CSL 600 A - Test Course

CourseID: test100

Enrollment: 2

Instructors

NAME	USERNAME	EMAIL	RANK	EMPLOYEE NUMBER	ACTION
Smith, Deborah	drs25	drs25@uw.edu	Professor	111222	✏ ✖ ⟳

Add instructor

Students

NAME	USERNAME	EMAIL	STUDENT NUMBER	ACTION
Jones, Sandy	sjones		idtest100	✏ ✖
Lee, Monica	leem1	student@example.com	idtest101	✏ ✖

Add student

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When managing instructors by using the edit, delete, and replace actions or using the add instructor hyperlink, the behaviors of each action may be different depending on whether the instructor is associated with an existing course evaluation. Please review these actions carefully:

Edit an existing instructor

1. Under the Action column, click the (pencil) "Edit" icon.
2. By selecting the edit icon, a user can add or change instructor details.
   - First Name, Last Name, Username, Email address, and Rank fields can be added/changed.
   - Instructor edits will be reflected in all evaluations for this instructor for the current term.
   - Employee ID field can only be added and cannot subsequently be edited.
   - Edit is disabled for "Unspecified" instructors. These records can only be replaced.

Delete an existing instructor

1. Under the Action column, pick the red "**x**" delete icon.
2. The delete icon will remove the instructor from the course.
   - If the course only has a single instructor, the instructor cannot be deleted.
   - If the course is joint, the instructor will be removed from all the associated joint courses.
   - If the instructor has a pending online evaluation, or pending/confirmed paper evaluation, and there are no instructors associated with the evaluation, the evaluation will also be deleted.
   - If instructor has an open/closed online or paper evaluation, they cannot be deleted from the course.

Replace an instructor

1. Select the "Replace" icon.
2. A user can replace the existing instructor with another instructor.
   - If the course is joint, the replaced instructor will be added to all associated joint courses.
   - If the instructor being replaced ha sa pending online evaluation, or pending/confirmed paper evaluation, the new instructor will be added to the course and the existing evaluation.
   - If instructor has an open/closed online or paper evaluation, they cannot be replaced with another instructor.

Add an Instructor

1. By selecting the add instructor hyperlink, a user can add additional instructor(s) to the course.
2. Search to see if the instructor record exists in the system. You can search by either username (euid) or ID number (empid) by toggling the dropdown.

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3. If a record exists, you can add it to the class.
4. If no record exists, you can add a new record.
5. Click "Add new" and a pop up form will appear.
6. Fill out the required information and "Save".

Add instructor

| Username ▾ | : jones4599 | Search |

Instructor not found — Add new

7. If the course is joint, the added instructor will be added to all the associated joint courses.
8. If there is an existing evaluation associated with the course, the additional instructor(s) will not be added to the evaluation.
9. To create an evaluation for an added instructor you must go to Evaluations, select the course, and create a new evaluation for the instructor.

When managing students by using the edit and delete actions or using the add student hyperlink, the behaviors of each action may be different depending on whether the course has an existing course evaluation. Please review these actions carefully:

Edit a student record

- By selecting the edit icon, a user can add or change student details.
  - First Name, Last Name, Username, Email Address, and Rank fields can be added/changed.
  - Student ID field can only be added and cannot subsequently be edited.

Delete a student record

- The delete icon will remove the student from the course.
  - If the course is joint, the student can only be deleted from the specific course for which they enrolled. *For example: To delete a student enrolled in MATH 201, joint with MATH 211, you can delete them from the class list on the MATH 201 course page. They cannot be removed, and there is no delete icon, from the class list on the MATH 211 course page.*
  - If the course has a pending online evaluation, or a pending/confirmed paper evaluation, the evaluation enrollment will be updated.
  - If the course has an open/closed online or closed paper evaluation, the evaluation enrollment will not be updated.
  - Any responses submitted from deleted students will not be removed from the evaluation.

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Add a student record

1. By selecting the add student hyperlink, a user can add additional student(s) to the course.
2. Search to see if the student record exists in the system. You can search either by username (euid) or ID number (emplid) by toggling the dropdown.
3. If a record exists, you can add it to the class.
4. If no record exists, you can add a new record.
5. Click "Add New" and a pop up form will appear.
6. Fill out the required information and "Save".

Add student

Username ▼ : lee9876   Search
Student not found — Add new

7. If the course is joint, the added student will be added to the class list of the specific course being edited (but will be displayed as a student in the joint courses).
8. If the course has a pending online evaluation, or pending/confirmed paper evaluation, the evaluation enrollment will be updated.
9. If the course has an open/closed online or closed paper evaluation, the evaluation enrollment will not be updated.

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