

ADDING INSTRUCTOR PERCENT OF CREDIT “RUMBA” SCREEN: CRS 008

In order for instructors, teaching assistants, or departmental administrative personnel to access online class rolls, their ID number must be entered on CRS 008 with some percent of teaching credit, even if it is zero credit.

Please follow these steps to correctly enter the instructor name(s) and ID numbers when scheduling classes:

ENTERING THE NAME(S):

- ❑ Enter the first initial, middle initial, and last name in the instructor field on CRS 006 (or on CRS 014 if the data entry access period is over for that semester). **Note:** You may enter just the last name by tabbing past the first two positions. You may enter multiple instructor names until you run out of space in the field by tabbing to the last position in the field (last name position) and entering the names like this: “Smith/Peterson”.
- ❑ F3 to update
- ❑ Depress the F11 key to move to CRS 008 screen.

ENTERING THE EMPLOYEE ID NUMBER(S):

- ❑ Tab to the action column on the left of the screen and enter an “A” for Add.
- ❑ Tab to the EMPL ID column and enter the 9-digit ID number.
- ❑ Tab to the Percent column and enter the amount of teaching credit, use a decimal. For example, 100% would be entered as 100.0; zero credit would be entered as 00.0.
- ❑ F3 to update. You will see the instructor name appear after depressing the F3 key.
- ❑ This is an overnight update. Instructors will have access to their rolls the next day.

Remember that multiple instructors may be added on CRS 008, but the total percent of credit must equal 100%, no more or less.

IMPORTANT NOTE ABOUT ONLINE CLASS EVALUATIONS AND INSTRUCTOR PERCENT OF CREDIT:

Instructors associated with a section on CRS 008 are the instructors who will be evaluated at the end of the semester in the class evaluation of instruction. Please make sure that the instructors who should be evaluated are linked by % of credit to the section.

If an instructor has non-zero credit of instructional effort entered on CRS 008, then they get evaluated. For a team teaching situation where there are two instructors, say 90% and 10%, then there would be 2 evaluations from every student in the section.

For further information, please visit University Planning Office's website at <http://www2.acs.ncsu.edu/UPA/classeval/index.htm>