



# **scheduling\_instructor\_courses**







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Set up courses that can be assigned to the instructor.

Click **+Add** under **Courses**. A blank row is displayed in the **Courses** grid.

<b>Course</b>	<h2>Select Course</h2> <p>The course lookup is used to retrieve a course if you do not know the course number.</p> <p><b>Search for a course:</b>  Courses are listed in order by course number. <a href="#">The list can be re-sorted.</a>  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.</p> <p>A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.</p> <p>1.  To search for a specific course, begin typing the course number or course title in the <b>Search</b> field. The list is automatically filtered to display the course IDs and course titles that <i>contain</i> the characters you have typed.</p> <p>2.  When you locate the course(s) you want to retrieve:</p> <ul style="list-style-type: none"> <li>◦ If the report allows you to select only one course, click the course number.</li> <li>◦ If the report allows you to select multiple courses, select the check box(es) for one or more courses, and then click <b>Select</b>. The lookup closes, and the field or parameter is populated with the selected course number.</li> </ul> <p>Click <b>Cancel</b> to close the lookup without selecting a course.</p>
<b>Max Sections</b>	Type the maximum number of sections that can be assigned to the instructor per semester.
	<p><a href="#">Remove a course assigned to the instructor.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>



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