

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.

Course	# Select Course The course lookup is used to retrieve a course if you do not know the course number. **Search for a course:** Courses are listed in order by course number. The list can be re-sorted. 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. 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. 1. To search for a specific course, begin typing the course number or course title in the **Search** field. The list is automatically filtered to display the course IDs and course titles that *contain* the characters you have typed. 2. When you locate the course(s) you want to retrieve: ∘ If the report allows you to select only one course, click the course number. ∘ If the report allows you to select multiple courses, select the check box(es) for one or more courses, and then click **Select**. The lookup closes, and the field or parameter is populated with the selected course number. Click **Cancel** to close the lookup without selecting a course.
Max Sections	Type the maximum number of sections that can be assigned to the instructor per semester.
	Remove a course assigned to the instructor. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).


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