How to Add a GA as Instructor of Record to a Course

The following tutorial demonstrates how to add an Instructor of Record to a course that is being taught by a graduate assistant, where the graduate assistant is listed as the instructor of the course in Banner. For SACS Accreditation purposes, all courses must have a credentialed professor listed as the Instructor of Record. An Instructor of Record must be added to all courses taught by graduate assistants effective starting Fall 2011.

Adding an Instructor of Record to A Course

1. Access your INB account.

2. From the Banner Main Menu, enter SSASECT in the Go To... field.

3. Press Enter to go to the form.

4. Enter the term code in the Term field.

NOTE: Instructor of Record information needs to be updated for all courses assigned to graduate assistants in Banner STARTING with the 2011 Fall Term.

5. Press the Tab key to move to the CRN: field.

6. Enter the course CRN number in the CRN field OR use the CRN search arrow to search for the course.

How to Search for A Course Using the CRN Search Arrow

a) Click the pull down arrow next to the CRN field.
b) Click or Tab to the **Subject field** to enter the subject, Press F8 on the keyboard to find all course in the subject area

OR

c) Click or **Tab** to the **Course field** to enter the course number.

d) Press **F8** on the keyboard to execute the search and populate the fields.

e) **Double click** the **CRN field** of the course you would like to view.

f) The SSASECT form opens with the selected CRN

7. Click the **Next Block** button on the Banner tool bar to populate the fields.

8. Click the **Meeting Times and Instructor** tab on the form.
9. If the Instructor listed is a Graduate Assistant, Select Add Instructor of Record for a course from the Options menu.

10. Click the Next Block button on the Banner tool bar to populate the Instructor of Record fields.

11. Tab to the ID field and delete the Banner ID for the Graduate Assistant.

12. Enter the Banner ID for the Professor in charge of the Course (Instructor of Record) or use the ID Search arrow to look up a Banner ID for the Professor.

   a) Click the ID Search Arrow.

   ![ID Search Arrow]

   b) Click in the Last Name Field.

   c) Type the Instructors Last Name (starting with a capital letter).

   ![Last Name Field]

   d) Tab to the First Name Field.
e) Type in the First Name of the Instructor (starting with a capital letter).

f) Press F8 on the Keyboard to execute the search.

g) Double Click the Banner ID of the Instructor you would like to assign as Instructor of Record to the course.

13. Click the Save Button on the Banner tool bar to save the Record of Instructor.

14. Click the Roll Back button on the Banner tool bar to search for another course.

15. Click the Exit button on the Banner tool bar to return to the Banner Main Menu.