

Adding, Editing, or Deleting an Instructor in Eval25

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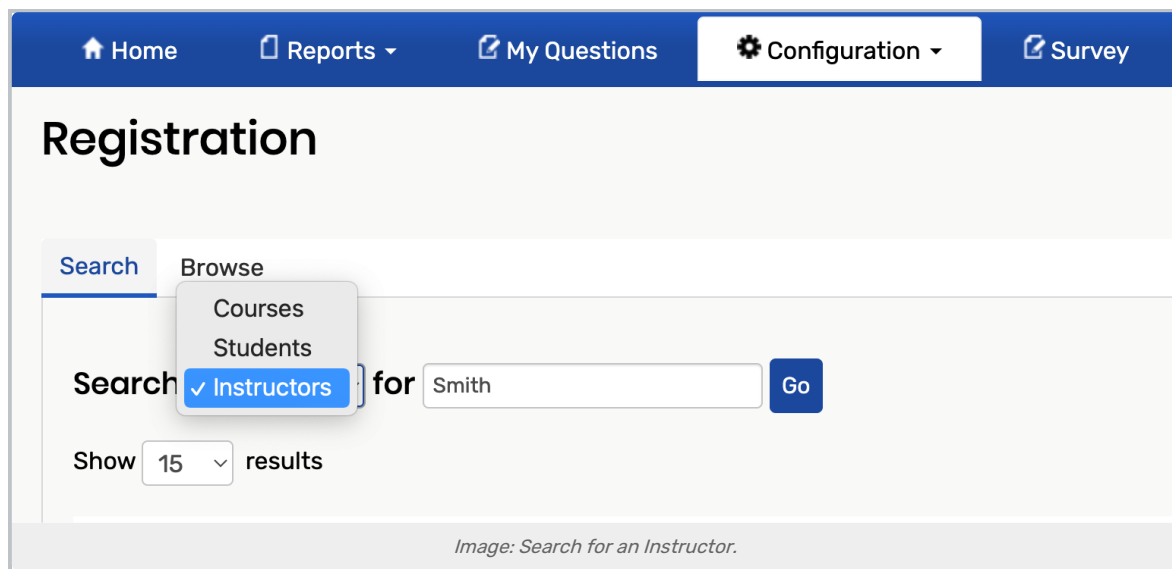
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Add, Edit, or Delete an Instructor

1. Choose Registration From the **Configuration** Menu

2. Search for the Instructor

- If you're adding an instructor, you must first search to verify that the instructor is not already in the system. If you're editing or deleting an instructor, you must find the instructor before you can edit or delete his/her information.



- With the **Search** tab selected, select Instructors from the Search dropdown list.
- Enter the full or partial name of the instructor in the search text field (not case-sensitive).
- Click **Go**.
- Review the list of instructors in the **Results** area of the page, as shown in the example below.

The screenshot shows the 'Search' tab selected. The search criteria are 'Instructors' for 'Smith'. The results list shows two entries:

ID	Name	Email	Type
820008652	John Smith	John.Smith@yourschool.edu	>
820132206	Kevin Smith	Kevin.Smith@yourschool.edu	>

A red circle highlights the right arrow in the 'Type' column for John Smith. Below the table, a caption reads: *Image: Select an Instructor from the list.*

3. Add, Edit, or Delete the Instructor

Add an Instructor

1. Verify That the Instructor is not Already in the System

2. Click the “Add new Instructor” Link

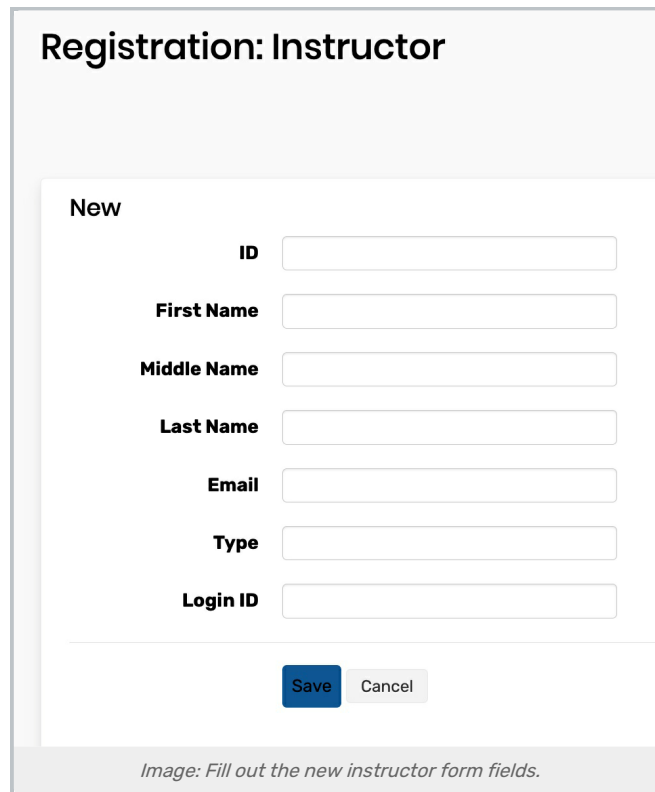
This is located at the bottom of the results list to open the **New User** page.

Registration

The screenshot shows the 'Search' tab selected. The search criteria are 'Instructors' for 'johanson'. The results list shows 'No results for: johanson'. At the bottom right, there is a red-bordered button labeled 'Add new instructor'.

Image: The Add new instructor link appears at the bottom of the Instructor Search after making a search.

- Enter the instructor’s **ID** for your school’s portal, **First Name**, **Last Name**, and **Email Address** (required).
- Enter the instructor’s **Type** (optional).



The image shows a web form titled "Registration: Instructor". Inside the form, there is a section labeled "New" which contains several input fields: "ID", "First Name", "Middle Name", "Last Name", "Email", "Type", and "Login ID". Each field is represented by a text box. At the bottom of the form, there are two buttons: a blue "Save" button and a grey "Cancel" button. Below the form, there is a caption that reads "Image: Fill out the new instructor form fields."

3. Tap Save

- This will open the information page for the instructor you added.

4. Add the Courses the Instructor Taught

(Only open and future terms are listed):

- Click the link for the appropriate evaluation term.
- Click the **Add** button for that term.
- Begin typing the course name. When the dropdown list appears, choose the course.
- Click **OK** in the dialog to add the course.
- Repeat these steps to add other courses the instructor taught.

Jackie Johanson

Email: J.Johanson@school.edu
ID: 543458091
Type:
Login ID:

Courses Taught by Term

Fall 2022 (FUTURE)

Summer 2024 (201410)

ID	Name	Department	Subject	Number
Math 101	College Algebra	Mathematics	Math	101

Select a course to add

Please enter 3 more characters

Cancel

Image: Add new courses under the Courses Taught by Term header.

Note: You can remove a course for the instructor at any time by clicking the **Remove** button of the course, then clicking **OK** to confirm. You can view information for a course by clicking the **View** button on the course.

Edit an Instructor

1. Click the instructor in the results list

- This will open the information page of the instructor.

Registration: Instructor

Jackie Johanson

Edit

Permissions

Delete

Email: J.Johanson@school.edu
ID: 543458091
Type:
Login ID:

Image: The Edit button is in the top-right of the user's instructor page.

2. Click Edit

3. Edit the Information as Needed

4. Tap Save

Note: You can also edit any administrative permissions the instructor may have from here. Click **Permissions** and then follow the steps described in [Viewing and Editing Administrative Permissions](#).

Delete an Instructor

Note: You can't delete an instructor if at least one of the students in their course has submitted an evaluation.

1. Click the Instructor in the Results List

- This will take you to the information page of the instructor.

2. Tap Delete

- Then click **OK** in the dialog to confirm.

Registration: Instructor

Jackie Johanson

Edit

Permissions

Delete

Email: J.Johanson@school.edu

ID: 543458091

Type:

Login ID:

Image: The Delete button is in the top-right of the user's instructor page.