Instructor/Administrator Batch Assignment/Removal Process

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This process allows users to assign, or remove, a person to a set of courses in batch.

The Empl ID entered will be added or removed from all courses that fit the selection criteria upon running the process.

1. Enter or Create a Run Control ID.
   a. If this is your first time running the process, click "Add a New Value" to create a new Run Control.

2. Enter your upload/removal criteria.

a. Required Fields
   i. Select Upload or Remove
   ii. Institution = NYUNV
   iii. Enter the EmplID to add/remove (required); use lookup glass if unknown

b. Instructor Defaults
   i. Select role
      1. All types of instructor/course admin roles are available
   ii. Select grade roster access type
      1. Approve: User can enter grades and approve the grade roster.
      2. Grade: User can only enter grades for the class.
   iii. Check "NYU Classes Administrator" box to give user NYU Classes Admin access
   iv. Check "Print" box if you want this person's name to appear on the course search

c. Selection Criteria
   i. Term is required
   ii. Add more than one row for each if applicable
      1. Terms (at least one required)
      2. Subjects
      3. Academic Orgs
      4. Location
      5. Academic Group
      6. Components
      7. Class Numbers
      8. Add Associated Classes
      9. Add Cross-Listed Courses

3. Once your selection criteria are set, click "Fetch."

a. Preview the set of courses the Instructor/Admin will be added to under "Selected Classes."

b. See the currently existing Instructors/Admins for the same classes under "Exists in Classes" below the Selected Classes list.

4. If you are satisfied with your selection, click "Run."

5. Make sure the Server Name is blank, and the "NYU Classes Instructor Feed" box is checked. Click "OK."

6. If the process is running, you will see a Process Instance Number.

7. Click "Process Monitor" if you want to watch the process status.
   a. Click "Refresh" to update the process information.
   b. Once the Run Status is Success, and the Distribution Status is Posted, the job is complete.

8. Click "Go Back to Instr/Admin Batch Assign/Remov" link under the Process List to check the upload/remove process.

9. Without changing any of your criteria, click "Fetch."
   a. If you **uploaded** an instructor/admin, scroll down to "Exists in Classes;" you should see a row for your instructor/admin for each class.
   b. If you **removed** an instructor/admin, you should get an error message "No classes associated with instructor/administrator & role could be found."