



# Instructor/Administrator Batch Assignment/Removal Process

Navigation: NYU Modifications > NYU Student Records > Instr/Admin Batch Assign/Remov

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.

### Instructor/Admin Batch Assignment/Removal

Run Control ID: hh [Report Manager](#) [Process Monitor](#) Run

**Required Fields**

Upload     Remove

\*Institution:

Empl ID to Add/Remove:

Select criteria below  
and click Fetch  
to retrieve results

**Instructor Defaults**

Instructor Role:

Grade Roster Access:

NYU Classes Administrator:  Print:

**Selection Criteria**

<p><b>Terms</b> <span style="float: right;">Personalize   Find   <input type="button" value="Q"/>   <input type="button" value="v"/></span></p> <p style="text-align: center; font-size: small;">First 1 of 1 Last</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;"></th> <th style="width: 80%;">*Term</th> <th style="width: 10%;"></th> </tr> <tr> <td style="text-align: center;">1</td> <td><input type="text" value=""/> <input type="button" value="Q"/></td> <td style="text-align: center;"><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </table>		*Term		1	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>	<p><b>Subjects</b> <span style="float: right;">Personalize   Find   <input type="button" value="Q"/>   <input type="button" value="v"/></span></p> <p style="text-align: center; font-size: small;">First 1 of 1 Last</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;"></th> <th style="width: 80%;">Subject Area</th> <th style="width: 10%;"></th> </tr> <tr> <td style="text-align: center;">1</td> <td><input type="text" value=""/> <input type="button" value="Q"/></td> <td style="text-align: center;"><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </table>		Subject Area		1	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>	<p><b>Academic Orgs</b> <span style="float: right;">Personalize   Find   <input type="button" value="Q"/>   <input type="button" value="v"/></span></p> <p style="text-align: center; font-size: small;">First 1 of 1 Last</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;"></th> <th style="width: 80%;">Acad Org</th> <th style="width: 10%;"></th> </tr> <tr> <td style="text-align: center;">1</td> <td><input type="text" value=""/> <input type="button" value="Q"/></td> <td style="text-align: center;"><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </table>		Acad Org		1	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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	Location Code																			
1	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		
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	Component																			
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	Term	Class Nbr																		
1	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>																	

- 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.”

<p><b>Required Fields</b></p> <p><input checked="" type="radio"/> Upload      <input type="radio"/> Remove</p> <p>*Institution: NYUNV <input type="text"/></p> <p>Empl ID to Add/Remove: <input type="text"/></p>	<p>Select criteria below and click Fetch to retrieve results</p> <p><b>Fetch</b></p>	<p><b>Instructor Defaults</b></p> <p>Instructor Role: Crse Admin <input type="text"/></p> <p>Grade Roster Access: Grade <input type="text"/></p> <p>NYU Classes Administrator: <input checked="" type="checkbox"/>    Print: <input checked="" type="checkbox"/></p>
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- a. Preview the set of courses the Instructor/Admin will be added to under “Selected Classes.”

### Instructor/Admin Batch Assignment/Removal

Run Control ID: XXXXXXXXXX [Report Manager](#) [Process Monitor](#) Run

**Required Fields**

Upload  Remove

\*Institution:

Empl ID to Add/Remove:

Select criteria below  
and click Fetch  
to retrieve results

Fetch

**Instructor Defaults**

Instructor Role:

Grade Roster Access:

NYU Classes Administrator:  Print:

**Selection Criteria**

**Terms** Personalize | Find |  |

First  1 of 1  Last

*Term
1 1158 <input type="button" value="Q"/>

**Subjects** Personalize | Find |  |

First  1 of 1  Last

Subject Area
1 <input type="text"/> <input type="button" value="Q"/>

**Academic Orgs** Personalize | Find |  |

First  1 of 1  Last

Acad Org
1 <input type="text"/> <input type="button" value="Q"/>

Add Associated Classes  
 Add Cross-Listed Courses

**Location** Personalize | Find |  |

First  1 of 1  Last

Location Code
1 GLOBAL-0P <input type="button" value="Q"/>

**Academic Group** Personalize | Find |  |

First  1 of 1  Last

Academic Group
1 UA <input type="button" value="Q"/>

**Components** Personalize | Find |  |

First  1 of 1  Last

Component
1 LEC <input type="button" value="Q"/>

**Class Numbers** Personalize | Find |  |

First  1 of 1  Last

Term	Class Nbr
1 <input type="text"/>	<input type="text"/>

**Selected Classes** Personalize | Find |  |

First  1-50 of 50  Last

Course ID	Offer Nbr	Term	Session	Section	Acad Org	Acad Group	Career	Subject	Catalog	Location	Component	Class Nbr
1	127065	1	1158	Global 3 001	UAGLOB	UA	UGRD	COLIT-UA	9136	GLOBAL-0P	LEC	19016
2	127926	1	1158	Global 3 001	UAGLOB	UA	UGRD	EURO-UA	9157	GLOBAL-0P	LEC	7675
3	127929	1	1158	Global 3 001	UAGLOB	UA	UGRD	EURO-UA	9301	GLOBAL-0P	LEC	19019
4	127929	1	1158	Global 3 002	UAGLOB	UA	UGRD	EURO-UA	9301	GLOBAL-0P	LEC	19022

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

Exists in Classes													Personalize   Find   <input type="button" value="v"/>   <input type="button" value="x"/>						
Course ID	Offer Nbr	Term	Session	Section	Acad Org	Acad Group	Career	Subject	Catalog	Location	Component	Class Nbr	Assoc	ID	Name	Role	Access	Print	NYU Classes
1	127065	1	1158	Global 3 001	UAGLOB	UA	Undergrad	COLIT-UA	9136	GLOBAL-0P	LEC	19016	1			Crse Admin	Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	127065	1	1158	Global 3 001	UAGLOB	UA	Undergrad	COLIT-UA	9136	GLOBAL-0P	LEC	19016	1			Prim Instr	Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	127926	1	1158	Global 3 001	UAGLOB	UA	Undergrad	EURO-UA	9157	GLOBAL-0P	LEC	7675	1			Prim Instr	Approve	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	127926	1	1158	Global 3 001	UAGLOB	UA	Undergrad	EURO-UA	9157	GLOBAL-0P	LEC	7675	1			Crse Admin	Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	127929	1	1158	Global 3 001	UAGLOB	UA	Undergrad	EURO-UA	9301	GLOBAL-0P	LEC	19019	1			Crse Admin	Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.”

**Process Scheduler Request**

User ID: [Redacted] Run Control ID: [Redacted]

Server Name: [Empty] Run Date: 10/22/2015 [Calendar icon]

Recurrence: [Empty] Run Time: 4:45:09PM [Reset to Current Date/Time]

Time Zone: [Empty]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	NYU Classes Instructor Feed	NYU_SR_NCFD	Application Engine	Web	TEXT	Distribution

OK Cancel

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

**Instructor/Admin Batch Assignment/Removal**

Run Control ID: [Redacted] [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 8329896

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.

**Process List** [Server List](#)

View Process Request For

User ID: [Redacted] Type: [Empty] Last: [Empty] 3 Days Refresh

Server: [Empty] Name: [Empty] Instance: [Empty] to: [Empty]

Run Status: [Empty] Distribution Status: [Empty]  Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8329896		Application Engine	NYU_SR_NCFD	[Redacted]	10/22/2015 4:45:09PM EDT	Success	Posted	Details

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.”