Look Up Instructor Information

Find an Instructor’s ID

Use this procedure to look up an instructor’s ID.

1. In the SPIRE Menu, go to Course Maintenance > Schedule Instructors > Instructor/Advisor Status.
2. On the Instructor/Advisor Table – Find an Existing Value page, enter the instructor’s Last Name and First Name.
3. Click Search.
4. The ID appears at the top of the page, to the right of the instructor’s name.

Review an Instructor’s Teaching Schedule

Use this procedure to look up an instructor’s teaching schedule by term.

1. In the SPIRE Menu, go to Course Maintenance > Schedule Instructors > Instructor Schedule.
2. On the Instructor Schedule – Find an Existing Value page, enter the Term and the instructor’s Last Name and First Name.
3. Click Search.
4. Use the tabs on the Instructor Schedule page to review the instructor’s schedule.