

Fall 2009 Instructional Activity System (IAS) Instructor Assignment Review and Update Instructions

The **IAS** review and update forms show all course sections, graded and non-graded, offered by your department or program in the Fall 2009 semester. These sections were active with at least one enrolled student as of October 5, 2009.

Please return your completed forms to the Office of Institutional Research (Room 237 Whitmore) by Friday, November 13, 2009. For changes to sections other than instructor assignments, you will need to complete the appropriate [form](#) and send it to the Academic Scheduling Office.

Instructor Information

1. All sections should have at least one person listed as an instructor. Assign PI (Primary Instructor) and SI (Secondary instructor) roles to those who are engaged in face-to-face instruction in the classroom. Assign the SA role to those who coordinate grading in the case of individualized study sections. Other roles (TA and WCT) are used to identify people providing instructional support. Please verify that the person(s) listed have the appropriate role in the section.
2. If no instructor is pre-printed on the form, please provide the full name(s) and campus ID(s) (if available) of the primary instructor or instructors responsible for the section as described above.
3. If you don't have an instructor's campus ID, please provide as full a name as possible. Additional descriptive information such as department affiliation will assist the Scheduling Office to correctly identify these individuals. The Scheduling Office cannot add an instructor unless they can find a campus ID.
4. For individualized study sections (independent study, practicum and thesis), provide the name and campus ID of the faculty member who will coordinate grade submission and assign them an instructor role of SA and grade access of P. The assignment of students to instructors in such courses must be done in your department.
5. There is no limit (other than the patience of Scheduling Office staff) to the number of instructors that can be assigned to a section. If there is not enough space on the data collection form, please use a separate sheet of paper making sure to identify the class number of the course section.

Instructor Roles in Spire

Please review and update the instructor role column using one of the five possible values for role below. All instructors, except those with SPARK only access (WCT role), will be able to access the *class roster* in Spire. They will **not** be able to see the *grade roster* unless granted permission as described below (see **Grade Access**).

1. **Primary Instructors (PI)** should be the person(s) who provide face-to-face instruction in credit or non-credit bearing sections. Graduate Teaching Associates or Assistants who provide face-to-face instruction in any graded (credit-bearing) sections should be listed as Primary Instructors if they meet these criteria. An instructor with a PI role on a **credit bearing** section can post grades and will automatically receive Section Designer privileges in the SPARK system.
2. The **Secondary Instructor (SI)** role may be used in cases where an individual provides face-to-face instruction but does not have full responsibility for the section. Secondary Instructors will be treated as equivalent to Primary Instructors by OIR for reporting purposes. They may have grade posting access and will automatically receive Section Designer privileges in the SPARK system.
3. The **SA** role is used primarily to identify instructors who post grades for individualized study sections. This role may also be used to identify a faculty supervisor on credit bearing sections where a graduate student TO is the primary instructor. This role also allows Section Designer access in the SPARK system. This role should only be assigned to faculty members.
4. The **TA** role is used to identify individuals, primarily graduate teaching assistants, who provide instructional support to either credit bearing or non-credit bearing section. This role is assigned a SPARK TA role in the SPARK system.

5. The **WCT** role is used to identify individuals, generally graduate or undergraduate students, who need access to the SPARK system but have no other instructional role. No grade access is allowed for this role. This role is assigned a SPARK TA role in the SPARK system.
6. Additional guidelines for assigning instructor roles can be found by following this [link](#).

Print In Schedule

Please review and update the “Print Sched” column. This field controls whether this instructor’s name is visible in the Online Schedule of Courses. The choices available are:

1. **Y** will make the name visible in the schedule. Use for Primary instructors who should have their names visible to students and advisors.
2. **N** will suppress the appearance of this person’s name in the Schedule. For example, you may want to add a TA for a section so s/he can gain access to the class roster through Spire, though you would not want his/her name to appear in the online Schedule of Classes.

Grade Access

Please review and update the grade access column. Access to the grade roster is distinct from access to the class roster. All instructors will have access to the class roster. Only those with the correct grade access can view or change the grade roster. The choices available are:

1. **Nothing** (blank) – person cannot view the grade roster in Spire.
2. **G** or **Grade** – instructor can enter grades in the roster through Spire but cannot classify them as final and ready for processing by the Registrar’s Office.
3. **P** or **Post** – instructor can use Spire to enter grades on the roster and can approve them for processing by the Registrar.