Did You Know...?

- Before you begin, obtain the full name and UV ID for each Instructor you want to add (or change).
- Always use the navigation buttons available in Banner (avoid your browser navigation buttons).
- Enter and save changes in one session to avoid being logged out for inactivity (changes are not saved).
- Never share your login. You are responsible for all data entry made using your login.
- Grades can only be entered by the primary instructor listed on the course section.
- Banner’s Instructor Verification tool:
  - Will open when semester data is rolled from the previous like-semester to allow for workload planning; and
  - Will close two weeks prior to a semester’s end date to allow for student survey processing.

Note: If an instructor assignment change request is submitted after this date (for any reason), Academic Scheduling cannot process the request.

Caution

If you update the Instructor for a course section in a cross-list group, the Instructor Verification program automatically updates all members in the cross-list group, even if the other course sections involve different scheduling authorities. Always communicate with departments in your cross-list group to avoid potential problems.

Related Information

- IT Help Desk for UV Banner login issues, errors, and outages: http://www.uvu.edu/oit/uvbanner/
- Student Timetables: http://www.uvu.edu/schedule/index.html
- Calendars: http://www.uvu.edu/calendar/

1) From the UVU home page, click (top, left corner). Log in to your UV Link account.

2) Click on “Faculty/Advisor Menu.”
3) Click on “Advisor Menu.”

4) Scroll down and Click “Instructor Verification” toward the bottom of the screen. The Instructor Verification menu is then displayed. Click “Courses By Department.”

5) Select the term to update from the drop-down menu:

   Select a Term: 2012 FALL

   Click “Submit Term.”

6) Select the appropriate department from the drop-down menu:

   Select Subject: Accounting (ACC)

   Click “Submit Department.”

7) From the “Courses By Department” screen, locate the correct course and click “Update Instructor” (far, right column).

“Courses by Special Program (TOPS)” should be selected if you are in one of the following programs or locations (Browse Only):

- Apprentice
- Distance Education
- Extended Studies
- Honors
- High School Concurrent Enrollment
- International Study Programs
- Wasatch Campus

If a future term is not listed, it is still in schedule production.

If past or present terms are not listed, they are closed to any activity.
8) The “Change/Delete/Add Instructor” screen will be displayed for the selected course.

Click the drop-down menu on the first available line (or for the existing line to change/delete). Enter the first letter of the Instructor’s last name. Scroll to locate the correct name and verify that the UV ID matches before clicking the Instructor’s name.

9) The Session Indicator ties the Instructor name to a particular meeting line of the course section. The value is usually “01” but defaults to this value on the first line only. When adding Instructors for team taught courses, you must enter “01” manually on each line.

10) When a single Instructor is assigned, leave the “Primary Indicator” field marked. The “% of Responsibility” and “% of Session” fields will default to “100%.”

11) For team taught courses, additional Instructors can be listed, but only one Instructor can be assigned as “Primary”. Assign the appropriate responsibility and session percentages for each Instructor, ensuring the combined lines equal “100%.” For example:

(The information entered here will help with faculty load reporting.)
12) You must click the “Update Course” button to save your changes. Banner does not provide a confirmation message when your changes are saved. The screen will quickly flash, and the new information will be reflected on the “Courses By Department” screen.

**Caution!** If you click “Return to Course Listing” before clicking “Update Course”, all fields will return to their original value and no changes will be saved.

13) Click “Return to Course Listing.” Repeat steps 7 – 12 for each Instructor update. When finished, exit Banner Online Services.

### Sample Error Messages

**Primary Instructor**

- **Error:** You must choose a PRIMARY INSTRUCTOR

  If you neglect to mark a primary instructor, an error message will be displayed and all fields will return to their original values. *(Repeat steps 8-12 above.)*

**Percent of Responsibility / Percent of Session**

- **Error:** % of Responsibility MUST total 100
  - % of Session MUST total 100

  If the responsibility and/or session value for the combined lines does not equal 100%, an error message will be displayed and all fields will return to their original values. *(Repeat steps 8-12 above.)*

**Time Conflict**

- **Error:** CANNOT UPDATE! Instruct or has a time conflict with Course: 

  If a time conflict exists for the selected Instructor, an error message will be displayed and all fields will return to their original values. *(Repeat steps 8-12 above.)*

**Cross-List**

- **Notice:** Also updated the CROSS-LISTED courses for this instructor / course!

  If this course section was cross-listed, a message will be displayed indicating the instructor has been updated for the entire cross-listed group.

### Frequently Asked Questions

**Why can't I see new courses for my department?**

*Has your department name changed, or was the department split?* For regular academic departments, security is assigned using a Banner department code. This code must match the department code for the classes. For more information, contact academic_scheduling@uvu.edu

**When can instructor assignment changes be made?**

Banner's Instructor Verification tool:

- Will **open** when semester data is rolled from the previous like-semester to allow for workload planning; and
- Will **close** two weeks prior to a semester's end date to allow for student survey processing.

If an instructor assignment change request is submitted after this date (for any reason), Academic Scheduling cannot process the request. Department Chair’s must contact the Registrar’s Office for assistance with grading.
Are canceled courses included on the “Courses by Department” screen?

No, only active courses are displayed.

Why does a course show “TBA” in the Days and Times columns for a current semester?

Generally, TBA in these columns reflects an Internship or Coop Work Experience program where a specific day and time would not be assigned.

What types of changes cannot be made by departments using the Instructor Verification program and require assistance from Academic Scheduling?

- When it is appropriate for an Instructor to have a conflict schedule and still be listed as the Instructor for the conflicting class, an “override” code must be entered.
- If the desired Instructor is not listed in the drop-down menu, he/she must be set up as an active Instructor in Banner. Submit a request to academic_scheduling@uvu.edu and include the Instructor's full name and UV ID.
- When it is appropriate for different members of a cross-list group to show different Instructor names (rare).
- When a new course has not been assigned a CRN. New courses must be submitted to Academic Scheduling using the online add form http://www.uvu.edu/asc/addform/

How do I obtain access to the Instructor Verification program? Is training required?

Email your request to Academic_Scheduling@uvu.edu.
Training is required for employees who are new to Banner, and for those new to the scheduling role.

Who can I contact for help with Instructor Verification?

Academic Scheduling: 801.863.8770 or Academic_Scheduling@uvu.edu.