

Instructor Not Listed

Q: What if an instructor is not listed to assign to a class section?

The screenshot shows the 'Look Up ID' dialog box in the background, which is used to search for an instructor by their Employee ID (EmplID), Last Name, or First Name. The search results are displayed in the foreground, showing a table of instructors with columns for EmplID, Name, Last Name, and First Name. The search results are as follows:

EmplID	Name	Last Name	First Name
1000XXXXX	Hart, Algerian	HART	ALGERIAN
1000XXXXX	Mann, Joan L	MANN	JOAN
1000XXXXX	Kryah, Joshua	KRYAH	JOSHUA
1000XXXXX	Cosgrove, Sondra K	COSGROVE	SONDRA

The background interface shows the 'Basic Data' tab selected, with fields for Course ID (109718), Academic Institution (University of Nevada Las Vegas), Term (2010 Fall), Subject Area (IDS), and Catalog Nbr (201). The 'Class Sections' section shows Session 1 and Class Section 1003. The 'Meeting Pattern' section includes fields for Facility ID, Capacity, Pat, Mtg Start, and Topic ID. The 'Instructors For Meeting Pattern' section shows a table with columns for ID, Name, *Instructor Role, Print, Access, and Contact. The 'Room Characteristics' section shows a table with columns for *Room Characteristic and *Quantity.

A: Send an e-mail to Raelynn.Lee@unlv.edu with the following information.

1. The HR Employee ID number
 - a. Obtained through the Employee ID Lookup link HR's website <http://hr.unlv.edu/>
2. The Academic Organization Code for the subject the instructor will be assigned to teach.
 - a. One of the places this information is listed is on the Basic Data page of Maintain Schedule of Classes component.

Human Resources
UNLV

University of Nevada, Las Vegas

UNLV Employee Number Search

HR Home

HELLO
I'm looking for

First Name

Last Name

Employee Type

Department

Employee Id	Name	Department	Employee Type
1 0001000X	GAUTHIER, TIM	INTERDISCIPLINARY DEGREES	ACADEMIC FACULTY

© 2006 UNLV Human Resources, All Rights Reserved.

Basic Data
Meetings
Enrollment Cntrl
Reserve Cap
Notes
Exam
LMS Data
GL Interface

Course ID: 109718 Course Offering Nbr: 1

Academic Institution: University of Nevada Las Vegas

Term: 2010 Fall Undergrad

Subject Area: IDS Interdisciplinary Studies Auto Create Component

Catalog Nbr: 201 Interdisciplinary Studies

Class Sections
Find | View All First 1 of 3 | Last

<p>*Session: <input type="text" value="1"/> Regular Academic Session</p> <p>*Class Section: <input type="text" value="1003"/></p> <p>*Component: <input type="text" value="LEC"/> Lecture</p> <p>*Class Type: <input type="text" value="Enrollment"/></p> <p>*Associated Class: <input type="text" value="3"/></p> <p>*Campus: <input type="text" value="MAIN"/> MAIN</p> <p>*Location: <input type="text" value="MAINUNLV"/> UNLV Main</p> <p>Course Administrator: <input type="text"/></p> <p>*Academic Organization: <input type="text" value="LV2200"/> Interdisciplinary Studies</p> <p>Academic Group: <input type="text" value="LA"/> Liberal Arts</p> <p>*Holiday Schedule: <input type="text" value="UNLV"/> UNLV Holiday Schedule</p> <p>*Instruction Mode: <input type="text" value="WB"/> Web-based</p> <p>Primary Instr Section: <input type="text"/></p>	<p>Class Nbr: 87336</p> <p>*Start/End Date: <input type="text" value="08/23/2010"/> <input type="text" value="12/11/2010"/></p> <p>Event ID: <input type="text"/></p> <p style="text-align: right;">Add Fee</p> <p><input checked="" type="checkbox"/> Schedule Print</p> <p><input checked="" type="checkbox"/> Student Specific Permissions</p> <p><input type="checkbox"/> Dynamic Date Calc Required</p> <p><input type="checkbox"/> Generate Class Mtg Attendance</p> <p><input type="checkbox"/> Sync Attendance with Class Mtg</p> <p><input type="checkbox"/> GL Interface Required</p>
---	--