

## Assign an Instructor to a Section

1. Select "HR/Campus Solutions"
2. Select "Curriculum Management"
3. Select "Schedule of Classes"
4. Select "Maintain Schedule of Classes"
5. Enter Search Criteria
  - a. Academic Institution – NYT01
  - b. Term – select term
  - c. Subject Area – select area
6. Select "Search"
7. Select appropriate course
8. Select "Meetings" Tab
9. Enter ID **or** search and select appropriate faculty member
10. In that same box in the "Access" drop down menu select "POST"
11. Select "+" (Plus Sign) to add additional faculty to the same section
12. Use the left and right arrows in the upper right corner to scroll through sections
13. Remember to "Save"
14. Select "Return to Search" to work on the next course