

Adding a Staff Member to a Course as a Proxy

A staff member can be added to a course as a proxy to assist the instructor in the day to day functions of the class.

This includes:

- Communicating with the class via E-mail
- Viewing Class Rosters
- Processing Grades

Go to the Maintain Schedule of Classes page in ConnectCarolina

1. Enter the Subject Area.

2. Enter the Catalog Nbr:

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [UNCCH] [Search]
Term: = [2109] [Search]
Subject Area: = [BUSA] [Search]
Catalog Nbr: < [101] [Search]
Academic Career: = [] [Search]
Campus: begins with [] [Search]
Description: begins with [] [Search]
Course ID: begins with [] [Search]
Course Offering Nbr: = [] [Search]

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.

3. Click the Meetings tab.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam
Course ID:	023433				
Academic Institution:	UNC-Chapel Hill				
Term:	2010 Fall				
Subject Area:	BUSA				
Catalog Nbr:	101				
Course Offering Nbr:	1				
	Undergrad				
	BUSINESS-STUDY ABROAD				
	BUSINESS SEMESTER ABROAD				
Class Sections Find					

4. Locate the 'Instructors for Meeting Pattern' area at the bottom of the screen.

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Search]		Prim In: []	<input checked="" type="checkbox"/>	[]	[]	0 [Search]	[]

5. If an instructor has not been added use the blank line provided. Click on the '+' symbol to add a line.

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Search]		Prim In: []	<input checked="" type="checkbox"/>	[]	[]	[]	[]

Click the '+' icon to add a row.

Adding a Staff Member to a Course as a Proxy

6. Enter the PID of the staff member.

7. Select an 'Instructor Role' for the PID. 'Proxy' should be the role for this document.

8. **Access:** This field can also be left blank.

9. Click the 'Save' button.

The screenshot shows a table with columns: ID, Name, *Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. The first row contains the ID 700092633 and the name MORGAN, LESLIE OLIN. The 'Instructor Role' dropdown menu is open, showing options: Prim In:, Prim Instr (highlighted in yellow), Sec Instr, and TA.

The screenshot shows the same table as above. The 'Access' dropdown menu is open, showing options: Approve and Grade (highlighted in yellow).

The screenshot shows the same table as above, but with the 'Main Content' tab selected. The 'Save' button is highlighted in yellow. Below the table, there are links for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', and 'GL Interface'.