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 ConnnectCarolina

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
Term:	= ▼	2109
Subject Area:	= ▼	BUSA
Catalog Nbr:	< ▼	101
Academic Career:	=	
Campus:	begins with ▼	
Description:	begins with ▼	
Course ID:	begins with ▼	
Course Offering Nbr:	= ▼	

☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

No matching values were found.

1. Enter the Subject Area.

2. Enter the Catalog Nbr:

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam

Course ID:	023433	Course Offering Nbr:	1
Academic Institution:	UNC-Chapel Hill		
Term:	2010 Fall	Undergrad	
Subject Area:	BUSA	BUSINESS-STUDY ABROAD	
Catalog Nbr:	101	BUSINESS SEMESTER ABROAD	

Class Sections   Find

*Session: A   Session A   Class Nbr: 0500

3. Click the Meetings tab.

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

Instructors For Meeting Pattern   Customize | Find | View All | First 1 of 1 Last

Assignment   Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim In: ▼	☑	▼		0	⊞ ⊟

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

Instructors For Meeting Pattern   Customize | Find | View All | First 1 of 1 Last

Assignment   Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		Prim In: ▼	☑	Click the '+' icon to add a row. →		⊞	⊟

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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.