

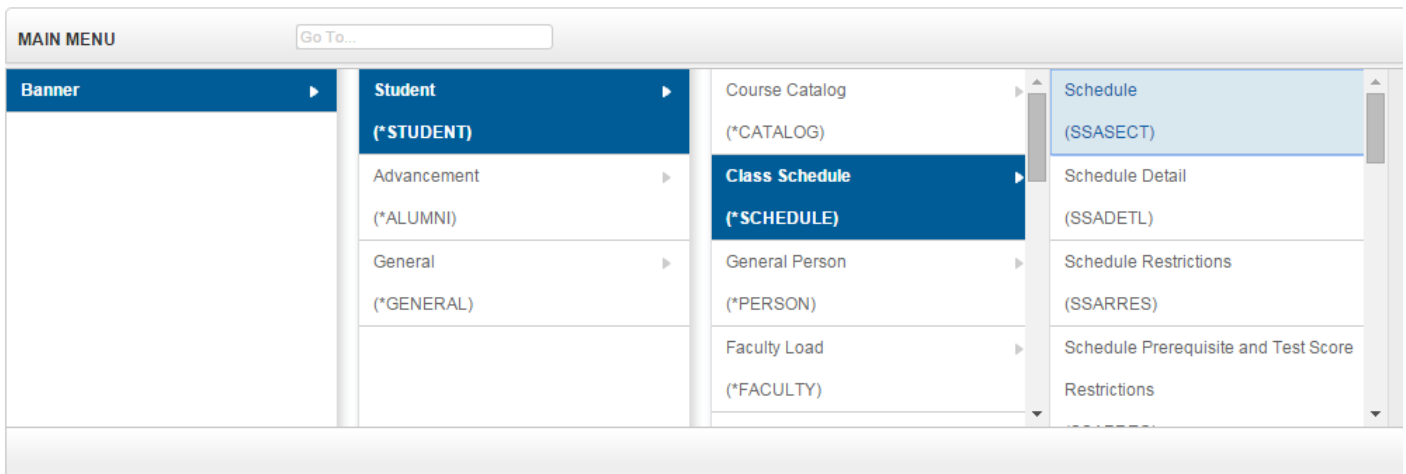


## Banner XE – Adding an Instructor

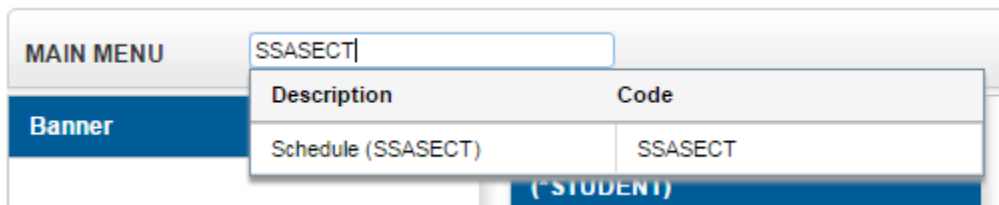
1. Access the **Banner XE Student Class Schedule** link under Production Instance Links on the Banner Links website (<http://www.lehigh.edu/go/bannerlinks>). You will have to authenticate to view the website. Banner XE is not dependent on any particular browser or operating system so use whichever you prefer.
2. Login to **Banner XE Student Class Schedule** with your credentials (the ones you would use to access your computer or Lehigh email). You'll see the new Banner XE interface. If you have not reviewed the Banner XE Navigation Overview document, you are encouraged to do so prior to proceeding with this instructional document.
3. You'll be adding an instructor to a section on Schedule (SSASECT). Click on:
  - A. Banner
  - B. Student (\*STUDENT)
  - C. Class Schedule (\*SCHEDULE)
  - D. Schedule (SSASECT)



Welcome Allen Taylor.



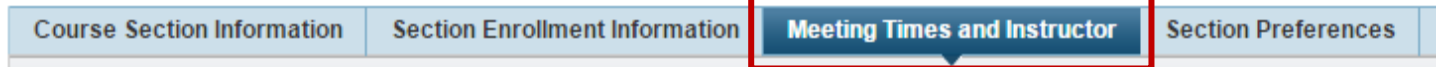
**OR** you can also type the name of the form (SSASECT or Schedule) into the Go To box on the MAIN MENU bar for quick access.



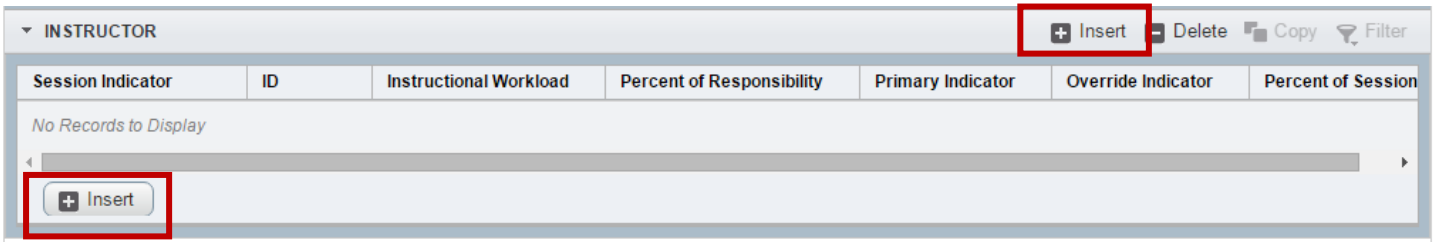
4. Enter the CRN of the section you wish to modify and click Go.
5. Click Meeting Times and Instructor in the menu.



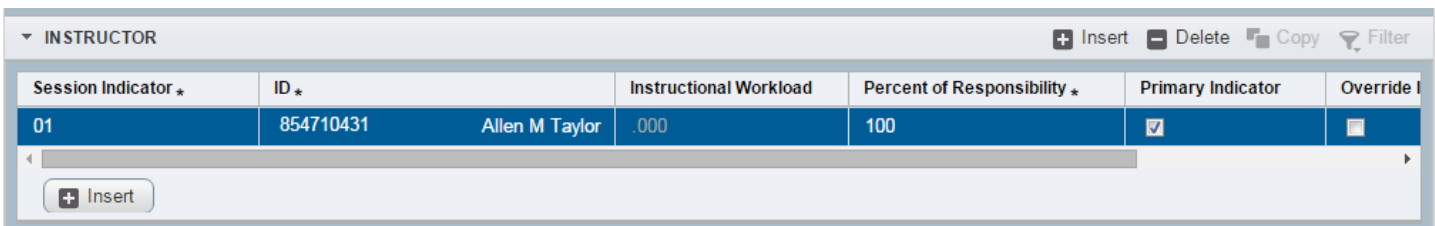
Term: 201610 2016 Spring Semester CRN: 14396 Subject: ENGL Course: 312 Title: Literary & Cultural Theory



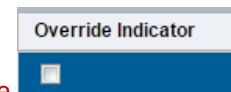
6. On the Meeting Times and Instructor form, under INSTRUCTOR, you'll add the instructor(s) for the section. Click Insert to add a new instructor (either Insert button will work). **NOTE:** A meeting pattern must exist prior to adding instructors.



7. Enter the LIN of the instructor for the course. If you do not know the instructor's LIN, you can use the Look-up button to search for the instructor.



Note: If you need to add the same instructor to multiple sections that meet at the same time, you will need to check the Override Indicator on all subsequent sections to which that instructor is added. You should only check this box to override the time conflict when you know this is the case. Otherwise, you may inadvertently schedule an instructor for two different sections at the same time.



Instructor 854710431, session 01 has conflict with session on CRN 14396.


could indicate is needed

8. To add additional instructors, insert another line and repeat step 7. To delete an instructor that was entered incorrectly, highlight the line and click the Delete button.
9. Once you've finished adding instructors, be sure to save your changes using the Save button in the bottom, right corner.

## Congratulations!

You've successfully added instructors to a course. Explore the other Banner XE guides to learn how to add section text, cross-listings, or inactivate an existing section or click the Start Over button near the top to add instructors to another section.

## Banner XE – Modifying an Instructor

1. Follow steps 1-5 in this guide to access the Meeting Times and Instructor menu on Schedule (SSASECT).
2. Remove the instructor who is incorrectly assigned to the section by highlighting the incorrect instructor line and click the Delete button.  Delete
3. Follow the instructions from step 6 in this guide to add a new instructor.