

## Welcome to Teacher Collect

The Teacher Collect process allows the entry of personnel who are either directly or indirectly involved in the delivery of instructional services (including faculty, teaching assistants, adjuncts, course managers, teaching administrators, graders).

Benefits from completing this process are the following:

- Allows access to class rosters, grade sheets, and the ability to delegate data entry to a teaching assistant or other instructor for the individual coded as the instructor of record; allows access to class rosters for all others.
- Receive accurate workload credit in the faculty workload reports as identified by the workload percentages
- Electronic key card entry to the University's technology classrooms (when entered three weeks prior to semester starting).
- Designate individual(s) who should be included in the online evaluation process.

## GETTING STARTED

Teacher Collect must be updated using the student information system (SIS) 3270 client via VPN. **Do not update instructor information using the web version of SIS.** To access the **Teacher Collect** screen (**TE**), type **go TE** on the command line [**F9**] in SIS. Fill in the selection criteria across the top of the screen as follows:

**Prefix** The course prefix you are processing, e.g., **BIOL**.

**Term** The term you are processing, e.g., Fall 2008 = **0808**, Spring 2009 = **0901**.

**Sub-term** Set to **B** = Both for Fall and Spring; Set to **1** or **2** = for Summer sessions.

**Missing** Enter **Y** if you want to see only those courses/sections which have no Instructor entered; put an **N** if you want *all* sections of all courses being offered by your department this term.

For this procedure, we suggest using **N** to see *all* sections of your courses. (**Note: Held and Canceled sections will not show.**)

**Seats Issued** Enter **Y** if you want the screen to show *only* those sections with enrollments; Enter **N** if you want to see *all* open sections, regardless of whether or not students are registered in them. We suggest using **N** most of the time.

**Ind Instr** Enter **Y** to see all of the faculty 'section numbers' associated with your individual Instruction courses. Enter **N** to suppress those sections. We suggest using **N** most of the time.

**(Note: When evaluating your faculty involvement in Individual Instruction, use Y for both individual instruction (Ind Instr) and Seats Issued ; then you will only see those Individual Instruction sections in which students are enrolled for the given term. This must be done before the official Freeze date.)**

**FID** Enter **N** to have the screen reflect the UID (University Identification Number); Enter **Y** to have the screen reflect the FID (Faculty Identification Number/Social Security Number). We suggest using **N** most of the time.

Once you are finished entering your selection criteria, hit Enter and the processor will list all of the courses your department is offering in the given term.

Move your cursor from section to section, course to course; correcting the UID's/FID's as necessary.

## INSTRUCTOR UPDATE

To enter more than one teacher per class, put your cursor on the class and use the **F5** function key to move to the Instructor Update screen.

When you are finished, use **F3** to return to the Teacher Collect (TE) screen.

**Function** indicates the type of relationship between the given employee (UID/FID) and the associated class. Every lead class (Lecture or stand-alone Lab) must have at least one Instructor of Record assigned to it.

If only one UID/FID is entered for a given class, this person will **automatically default to *Instructor of Record***. You may enter as many different UIDs/FIDs per class as you need in order to properly cover all of those associated with that class.

### **Instructional Functions:**

- 1 **Instructor of Record** = published instructor; usually the lecturer; administrates the curricular aspects of the given section; is responsible for the grades of the section. To be used only with Lecture classes and stand-alone Labs.
- 2 **Other Instructor** = not published, but still receives a portion of instructional credit for workload calculations according to the amount recorded in Teaching Percent.
- 3 **Lab/Discussion Leader** = Lab or Discussion leaders on *secondary* Lab or Discussion classes; not to be used for the leader of stand-alone Labs.

### **Non-Instructional Functions:**

- 4 **DSS Aid** = non-instructional assistant that supports the DSS student(s), e.g.; a translator for a deaf student.
- 5 **Non-teaching Course Manager** = administrates non-instructional aspects of the course, such as staffing and equipping labs, etc.; usually only associated with large, lecture/lab format courses;
- 7 **Grader** = non-instructional assistant assigned duties such as test-scoring, reading of papers, etc.
- 8 **Technical Support** = non-instructional student who assists with the technology as it used with class lectures or presentations.
- 9 **Course Advisor** = non-instructional faculty who mentors individual students enrolled in certain courses.

### **Percent of Instruction**

Percent of Instruction (Pct Inst) indicates the percentage of workload consideration assigned to the given Instructor (UID/FID).

Where there is only one instructor, Percent of Instruction defaults to 100%. Where there are multiple instructors, Percent of Instruction is evenly distributed among Instructors of Record and Other Instructors.

If the percentage needs to be changed after the initial setting, please send your requests to [schedule@umd.edu](mailto:schedule@umd.edu).

### **Profile Codes**

Nearly all Profile indicators are derived automatically from official UM personnel records. ***You do not need to enter any Profile Codes; they are for informational purposes only.*** Each night a balances program runs against the University's PRH data and sets the appropriate Profile codes as follows:

**Faculty** = has a current active appointment in the Academic Resource System; includes both

- 1 **Tenure/tenure track and non-tenure track** = instructional personnel.
- 3 **Special Instructor** = visiting faculty; Consortium; non-paid, etc.
- 4 **Administrator** = a UM staff administrator who is serving as a COURSE instructor also.
- 5 **Confirmed TA** = a UM graduate student with an official assistantship.
- 8 **Undergraduate Student** = a UM undergraduate student who is being used in an instructional capacity.