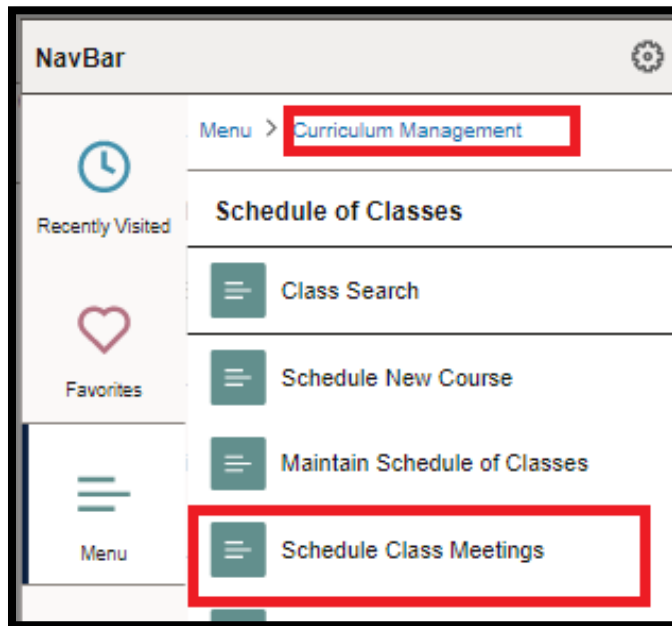


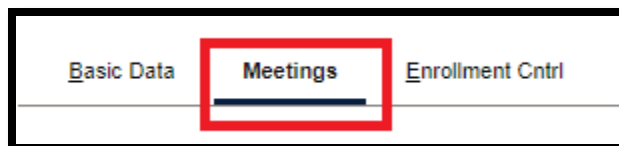
How to Add a Course Assistant in Panthersoft

1

1. Log in to Panthersoft>Main Menu>Curriculum Management>Schedule of Classes>Schedule Class Meetings



2. Select the Class Section
3. Navigate to the Meetings Tab



How to Add a Course Assistant in Panthersoft

2

4. Select **plus** sign under the instructors listed to add a new row for the course assistant,
 - a. **ID**: fill in Course assistant's panther id **(if you receive an error at this step, skip to step 6 below)**
 - b. **Instructor Role**: **select** Course Assistant,
 - c. **Print** box: **unchecked** (if you do not want the course assistant's name printed on the students' schedule (so that the course assistant is not printed on the students' course schedule)
 - d. **Access**: leave blank **or** select Grade
 - i. Grade Access: allows course assistant to input grades at the end of the term

The screenshot shows the 'Instructors For Meeting Pattern' interface. It includes a search bar, a 'View 2' link, and a table with the following columns: ID, Name, Instructor Role, Print, Access, Contact, and action buttons (+ and -). The table contains two rows: one for 'Roary, FIU' (Primary Instructor, Print checked) and one for 'course assistant x' (Course Assistant, Print unchecked). A red box highlights the '+' button in the action column of the 'course assistant x' row, with the text 'add a new row' below it.

ID	Name	Instructor Role	Print	Access	Contact		
xxxxxxxx	Roary, FIU	Primary Instructor	<input checked="" type="checkbox"/>	Submit		+	-
xxxxxxx	course assistant x	Course Assistant	<input type="checkbox"/>			+	-

5. SAVE



6. If you receive the following error in Step 4, see the next steps (a-c) below.

The screenshot shows an error message in the Panthersoft interface. The message states: 'Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)'. Below this, it says: 'The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.' There is an 'OK' button. The table below the message shows the 'ID' field with the value '0115152' highlighted in red, indicating the source of the error.

ID	Name	Instructor Role	Print	Access	Contact		
0115152			<input checked="" type="checkbox"/>			+	-

How to Add a Course Assistant in Panthersoft

3

- a. Email Office of Class Management schedule@fiu.edu **and** copy CASE Scheduling casesched@fiu.edu.
- b. In your email, request that the course assistant **PID** and **Name** be *associated* as a course assistant with the **course and term**. They will add the course assistant to the instructor table in Panthersoft.
- c. Once they confirm the completion of this request, then you will be able to go back and complete step 4 above.