How to Add a Course Assistant in Panthersoft
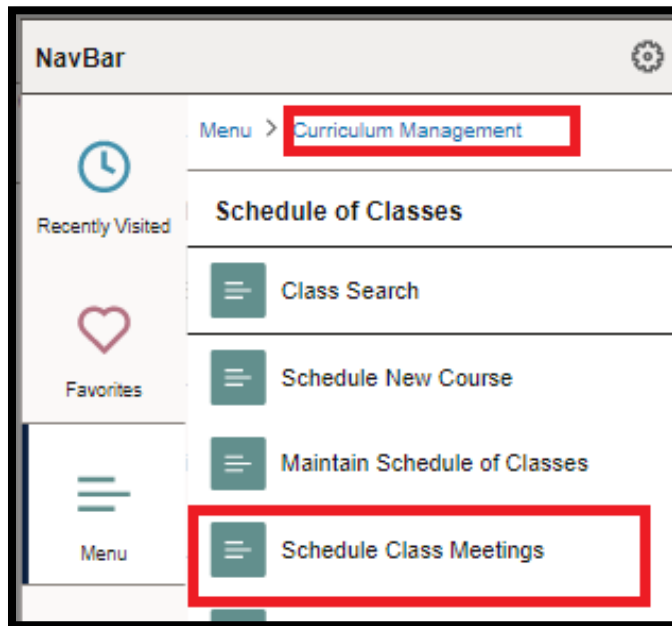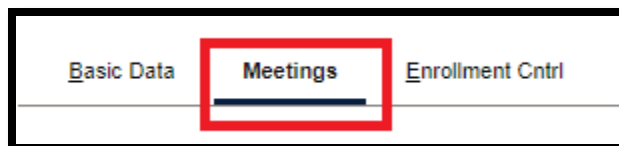
1. Log in to Panthersoft>Main Menu>Curriculum Management>Schedule of Classes>Schedule Class Meetings

2. Select the Class Section

3. Navigate to the Meetings Tab

How to Add a Course Assistant in Panthersoft

4. Select **plus** sign under the instructors listed to add a new row for the course assistant,

    a. <mark>ID</mark>: **fill** in Course assistant's panther id **(if you receive an error at this step, skip to step 6 below)**

    b. <mark>Instructor Role</mark>: **select** Course Assistant,

    c. <mark>Print</mark> box: **uncheck (**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. <mark>Access</mark>: leave blank **or** select Grade

        i. Grade Access: allows course assistant to input grades at the end of the term

5. **SAVE**

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

How to Add a Course Assistant in Panthersoft

a. Email Office of Class Management schedule@fiu.edu **and** copy CASE Scheduling casesched@fiu.edu.

b. In your email, <mark>request that the course assistant **PID** and **Name** be *associated* as a course assistant with the course and term</mark>. 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.