Offerings Planner – Assign Instructors

This is how to edit and assign instructors in MAUI. There are two different methods for assigning instructors.

1) Log into MAUI (http://www.mau.uiowa.edu).

2) From MAUI HOME screen, click on Registrar tab.

3) Click Offerings Planner.
2) Select the appropriate **Session**, **Subject**, and **Course** from the drop down lists.

3) Click **Search**.

4) Select **Instructor** from drop down list.

5) Select **Role** – the check boxes may be edited, as appropriate.

6) Edit **Percent Effort**, as appropriate.

7) Select **Section(s)**. Hold the **Ctrl** key down for multiple selections.

8) Edit **Salary** fields, as appropriate.

9) Click **Assign Instructor**.
Assign instructor to multiple courses/sections at one time example (cont.)
You will receive the following confirmation message, and the instructor will display.

### Offerings Planner - Instructors

**Session:** Spring 2014  
**Subject:** ACCT (06A)  
**Course:** 3200 (131)  

- **The Instructor has been added.**

#### Instructor Information
- **Instructor:** To Be Determined
- **Role:** Search for additional instructors not in list
- **Percent Effort:** 100%

#### Sections
- **Sections:**
  - ACCT:3200:0001 Income Measurement and Asset Valuation
  - ACCT:3200:0002 Income Measurement and Asset Valuation
  - ACCT:3200:0003 Income Measurement and Asset Valuation
  - ACCT:3200:0004 Income Measurement and Asset Valuation
  - ACCT:3200:0005 Income Measurement and Asset Valuation

#### Salary Information
- **Spring 2014 Salary:**
- **Salary Comments:**

Below is a table showing the sections assigned to the instructor:

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Instructor</th>
<th>HawkID</th>
<th>Role</th>
<th>Percent Effort</th>
<th>ISIS</th>
<th>Save</th>
<th>Submit</th>
<th>DEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT:3200:0001 (06A:131:001)</td>
<td>Income Measurement and Asset Valuation</td>
<td>Faculty, Joe</td>
<td>faculty</td>
<td>Teaching Assistant</td>
<td>100</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>ACCT:3200:0001 (06A:131:001)</td>
<td>Income Measurement and Asset Valuation</td>
<td>Teacher, Jill</td>
<td>jteacher</td>
<td>Primary Instructor</td>
<td>100</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ACCT:3200:0002 (06A:131:002)</td>
<td>Income Measurement and Asset Valuation</td>
<td>Faculty, Joe</td>
<td>faculty</td>
<td>Teaching Assistant</td>
<td>100</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>ACCT:3200:0002 (06A:131:002)</td>
<td>Income Measurement and Asset Valuation</td>
<td>Teacher, Jill</td>
<td>jteacher</td>
<td>Primary Instructor</td>
<td>100</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ACCT:3200:0003 (06A:131:003)</td>
<td>Income Measurement and Asset Valuation</td>
<td>Teacher, Jill</td>
<td>jteacher</td>
<td>Primary Instructor</td>
<td>100</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ACCT:3200:0004 (06A:131:004)</td>
<td>Income Measurement and Asset Valuation</td>
<td>Teacher, Jill</td>
<td>jteacher</td>
<td>Primary Instructor</td>
<td>100</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

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Assign instructor to one course example

1) After search for a course, (see Course Offerings – Searching for a course), click view for desired section.

2) Select Instructors from the drop down list, OR click Instructors link.
Assign instructor to one course example (cont.)

3) Click **Create new instructor**.

4) Select **Instructor** from drop down list.

5) Select **Role** – the check boxes may be edited, as appropriate.

6) Edit **Percent Effort**, as appropriate.

7) Edit **Salary** fields, as appropriate.

8) Click **Save**.

You will receive the following confirmation message, and the instructor will display.