



INSTRUCTOR AUTOMATED ASSIGNMENTS

(Accepting or Declining Automated Assignments)

Automated assignments will roll out every Wednesday. If you are given an assignment you will receive an e-mail notification and the assignment(s) will appear for approval on the Instructor Zone website.

1) To accept or decline assignments:

a. From your Instructor Zone dashboard, click on Schedule then Pending Assignments:

Home	Profile	Classe	5	Schedule	Reports	Resources	Help	Log Out	
Compete	ncies		d	My Sch	edule				
Course	Class	Range	111	Pending Assignments					
ONC INS		INS N		Keepout Dates			ges.		
				Master	Schedule Se	arch		-0-	

b. You will see a list of pending assignments.

Assigned	Start	Class Code & Role	Site	WD/WE	Session	Course	Accept/Decline	Comment
02/1 <mark>9/14</mark>	04/04/14	B140404-06APSL2 I - Lead	Portland Community College-Sylvania	WE	AM	BRT	Select 🔻	30 character limit

- c. In the drop-down box for each assignment select Accept or Decline.
- d. If you decline an assignment you will be required to leave a specific comment as to why the assignment was declined.
- e. Once you have accepted or declined all assignments, check the box next to "*I acknowledge and confirm these assignments*" and hit the **Update** button.
- f. Those assignments accepted will now show as *Auto Confirmed* on your *My Schedule* list. Assignments declined will be removed from your *My Schedule* list and those dates will be marked unavailable on your calendar.

2) Logging out

It is very important for you to log out of your dashboard when done making changes.

To do so, click on **Logout** on the right of your dashboard menu.

Home	Profile	Classes	Schedule	Reports	Instructor Resources	Help	Log Out

Your session is now complete.