



# HELP DOCUMENT

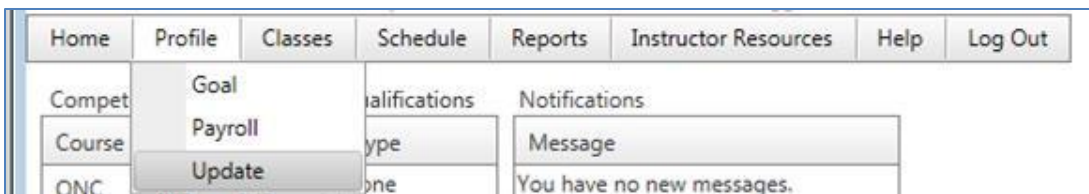
Revised: 20 February 2014

## INSTRUCTOR AVAILABILITY (Signup Preferences, Keepout Dates and Goals)

The database looks at several items to determine which courses an instructor can teach. Two of those items are instructor teaching **Signup Preferences** and **Keepout Dates**. We need your assistance with making sure that both are up to date.

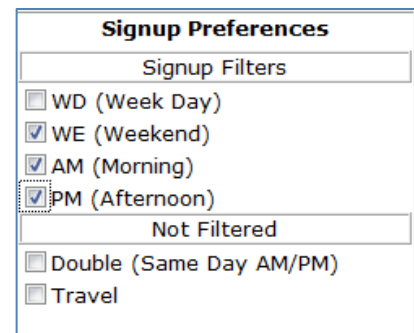
### 1) Signup Preferences:

a. From the Instructor Zone website, click on *Profile* then *Update*:



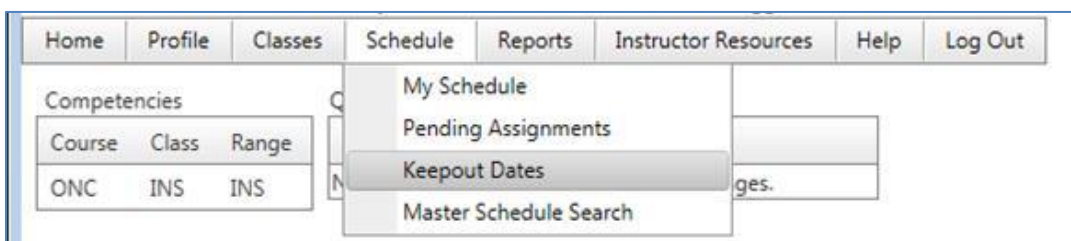
b. Under Signup Preferences, you will find a list of choices regarding the timeframes during which you would be available to teach. Assignments you will be considered for are determined by preferences. If no preferences are selected, you will not be considered for any assignments.

- If you could teach either AM or PM assignments on the weekend, select WE (Weekend), AM and PM.
- If you are not available to teach midweek courses (courses that start on Tuesday night and run Wednesday and Thursday AM or PM schedule), leave the box next to WD (Week Day) unchecked.
- Only items under “Signup Filters” apply to scheduling. Items under “Not Filtered” are not used for auto assignments at this time and will not affect the courses you are offered during the weekly auto-assignment roll-out.



### 2) Keepout Dates:

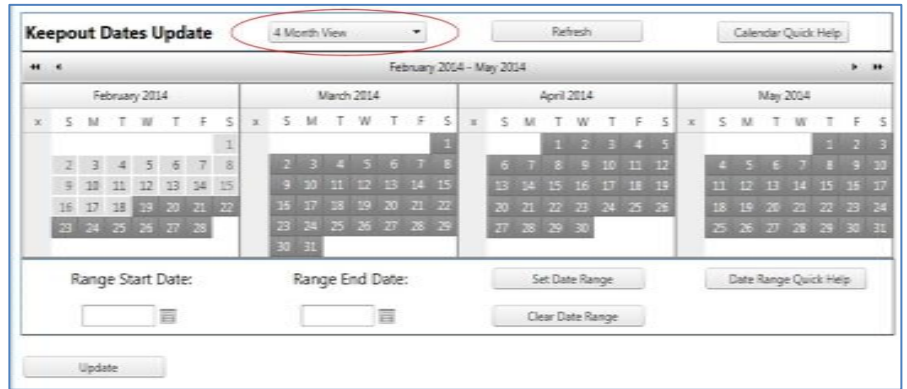
a. From the Instructor Zone website, click on *Schedule* then *Keepout Dates*:



b. At the beginning of the year all dates are marked as unavailable on your calendar and will be colored.

c. Dates colored indicate dates you are not available to teach.

d. You can change the display of the calendar, allowing you to looking at 2, 3, 4, 6 or 12 months at a time.

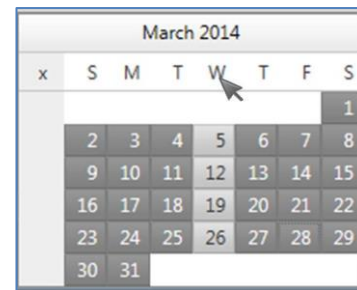
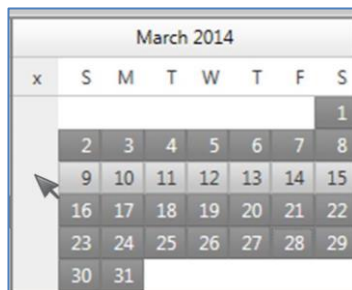
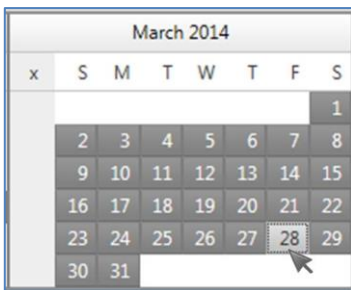


### 3) Making dates available:

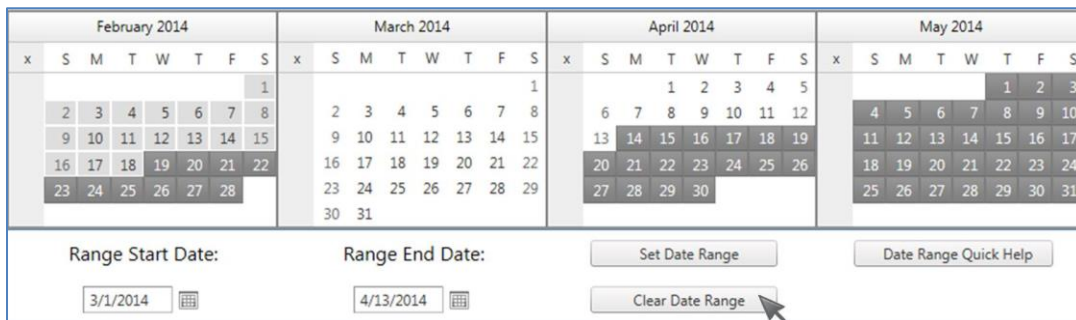
In order to receive course assignments you must open the dates you are available to teach.

a. You can make dates available in four different ways.

- Click on an individual day to make that day available. The date will now have the color removed.
- Click on a row to make that whole week available. The dates on that row will now have the color removed.
- Click on a column to make all of a specific week day that month available (e.g., all Wednesdays are available). The dates on that column will now have the color removed.

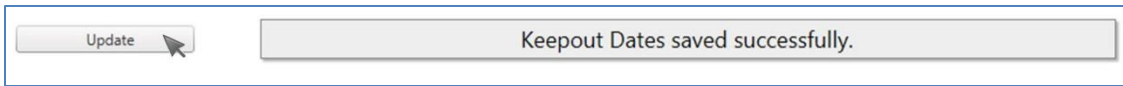


- Select a Range Start Date and Range End Date, then click on the “Clear Date Range” button. All dates falling within that date range will now have the color removed.



b. Once you are satisfied with your selections listed in the process box, press the **Update** button to save your changes. Please note: **Update** your changes frequently to avoid being timed out of your session and losing your changes.

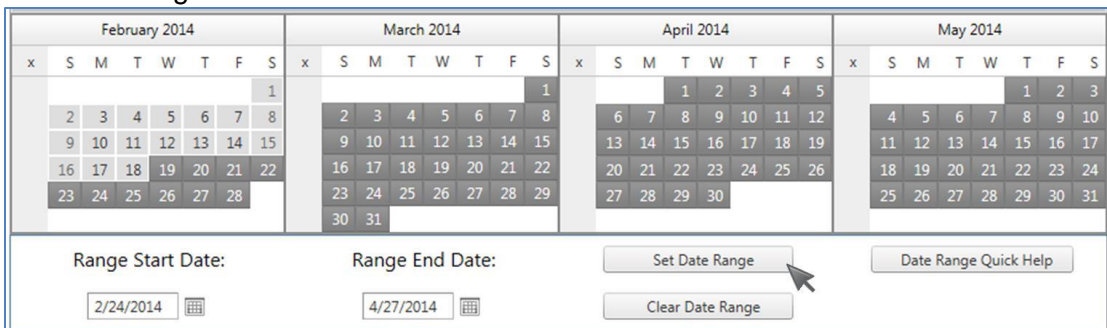
- c. If you did everything correctly, you will receive the response “Keepout Dates saved successfully”. You have successfully opened dates you are available to teach and you can now log out.



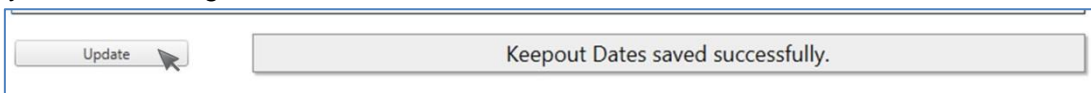
**4) Making dates unavailable that are currently open:**

To black out a date you previously marked as available, you must update the calendar.

- a. You can black out a date by clicking on any available date, row or column, just as you did to make it available. The date(s) will now appear colored.
- b. If you would like to make a date range unavailable you will need to select a Range Start Date, Range End Date, and click on the “Set Date Range” button. All dates falling within that date range will now be colored.

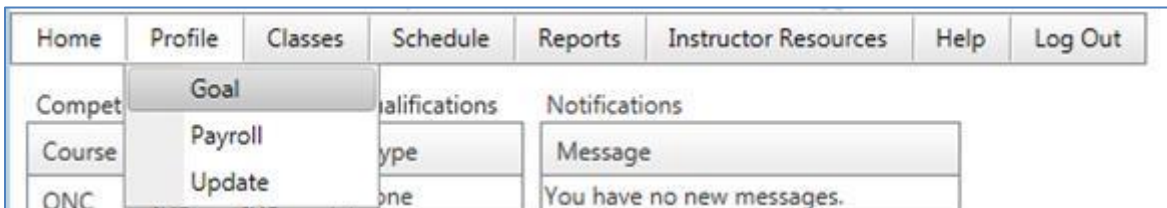


- c. Once you are satisfied with your selections listed in the process box, press the **Update** button to save your changes. Please note: **Update** your changes frequently to avoid being timed out of your session and losing your changes.
- d. If you did everything correctly, you will receive the response “Keepout Dates saved successfully”. You have successfully closed the dates you are unavailable to teach and you can now log out.



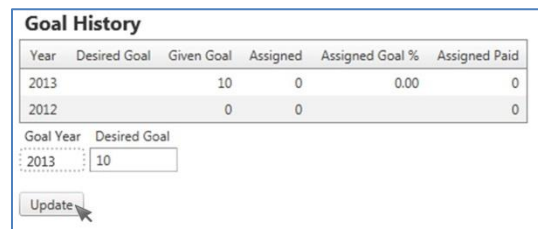
**5) Setting your teaching goals:**

- a. From the Instructor Zone website, click on *Profile* then *Goal*:



There are two parts to goals: Desired Goals and Given Goals.

- b. **Desired Goals** are a way to indicate to the TSU how many classes you are willing and able to teach in a year. For example, if you are interested in teaching once a month, you would want to set your goal around 10 (keep in mind we do not teach all 12 months of the year).



- c. Once you input the goal and press the **Update** button, you will receive the response "Save Successful"

This goal should be reflected in your keep out dates as well. If you only open 6 weeks in a year, it is unlikely that you will receive all 10 classes for those specific dates.

- d. Next the TSU will assign your **Given Goal**. This is based on your past teaching trends, the number of courses available in your home zone, the number of instructors in your zone and your desired goal. Given goals are balancing acts and are not firm numbers. As classes are added over the course of the year and instructor numbers fluctuate, so will the goals. Desired goals will assist the TSU in deciding where to increase given goals as needs arise.

- e. **The Assigned Goal %** is based off your given goal and the number of courses you have been assigned.

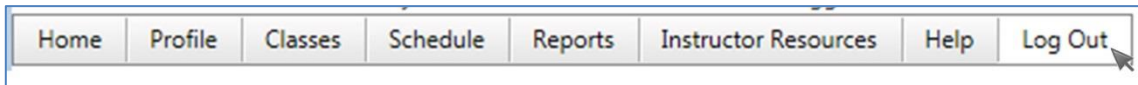
Year	Desired Goal	Given Goal	Assigned	Assigned Goal %	Assigned Paid
2013		10	0	0.00	0

- f. The assigned goal % will update each time instructors are assigned a new course. This tool helps the TSU manage course assignments as it reflects whether instructors are reaching their given goal at approximately the same rate.

## 6) 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.



Your session is now complete.