Some things to know before we get started:

• To configure instructors to become available in the UF Faculty Evaluations application (http://evaluations.ufl.edu), they must be marked as an "Instructor" in either the Class Roll Authorization, Grades Authorization, or Course Development area of ISIS.

• You can access these applications through ISIS Admin. The Office of the University Registrar grants access to these interfaces. College Scheduling Coordinators and Grade Coordinators have access to these areas of ISIS Admin. These instructions are for those with access. College and/or Department Evaluation Administrators should contact their Scheduling or Grade Coordinator to enter the necessary instructor information.

• You may configure multiple instructors for a single section. This will allow separate evaluations to be created for each Instructor + Section in the UF Faculty Evaluation System.

• The instructions that follow describe how to mark instructors in the Course Development area so that they will be available in the UF Faculty Evaluation system. Please note that an instructor only needs to be configured once, but there are multiple places where this can be done.
MANAGING INSTRUCTORS IN ISIS

These instructions are for the Course Development interface. (You can also add instructors through the Grade Authorization interface.)

On the left hand side of your screen, you will see the option to select Room Scheduling and under that Course Development. (Outlined in red below)
Choose the term you want to work with from the choices that are given.
Click on the “Continue” button.

Updates to this current term schedule will be effective immediately.

Please notify currently registered students of any changes, and exercise caution.
Confirm that you have the correct department and then click on the “Go” button.
Go to the course you need to add an instructor to by selecting it from the drop down menu. Then choose the correct Section by clicking on it in the left hand column.
Once you are in the Section Detail screen click on “Maintain Instructors” to add instructors to this section.
Add a new instructor by entering their 8 digit UFID and selecting “Y” from the drop down list in the Instructor column. You may configure multiple instructors/TAs for a single section. This will allow separate evaluations to be created for each Instructor + Section in the Evaluation System. Any new instructors added through ISIS will be in the Evaluations system within 24 hours.