


1. Navigate to CLSS – CourseLeaf at <https://nextcatalog.uark.edu/wen> and log in.
2. Click the specific term needed.
3. Locate the department code from the **ID** or **Name** column. List can be sorted by clicking on  by the column name. Sort can be ascending or descending order.
4. Double click on the **Department ID** to open the course selection.
5. Double click on the course name to open the class selection.
6. Double click on the specific class.
7. Click on the **Instructor** link.

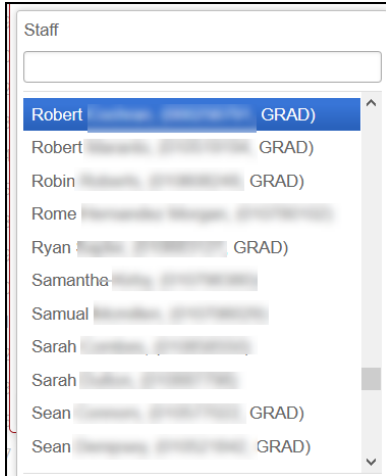
8. Click on the drop-down to view all eligible Instructors. The first position with the blue star, which is the position that will be highlighted in the Snapper Window, (Meeting) is to help prevent double scheduling this instructor.
  - If only one instructor is assigned, they will need **Primary Instructor** with **Post** access.
  - If multiple instructors, at least one needs to be designated as **Primary Instructor** with **Post** access.
  - Only the Primary Instructor will be evaluated at the end of the semester via CourseEval.


**Role:** Primary Instructor, Secondary Instructor and Teaching Assistant

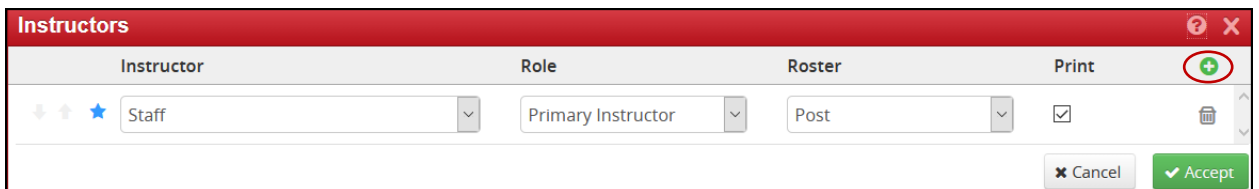
**Roster Access:** Post, Approve and Grade

**Print:** Click the checkbox if the instructor is to display in the Class Search results.

**NOTE:** Instructors with the GRAD indicator are eligible to teach graduate level classes.



9. Select the appropriate instructor. If unknown, select Staff as the instructor.
10. Click the **green +** button  to add other instructors.
11. Click the **Accept** button.



**NOTE:** An instructor must be selected in order to **Save Section**, even if Staff is the instructor.

12. Click **Save Section**.

