

Co-Instructor Authorization

This form is used to identify co-instructors for a course after course building has concluded. This will grant access to the course in Blackboard and Banner in addition to listing the instructor as a co-instructor on the schedule.



Authorizing a faculty or staff member as a co-instructor gives the co-instructor access to student records and grading records associated with the section in both Banner (myRedDragon) and Blackboard (eLearning). Courses will also appear within the co-instructor's myRedDragon account. The co-instructor becomes another instructor who has all the abilities of the instructor with the exception of final and midterm grading.

Term: _____ Academic Dept: _____ School: Arts & Sciences Education Professional Studies

Subject: _____ Number: _____ Section(s): _____

Course CRN(s): _____

NOTE: The instructors listed below will be added to EACH of the above CRNs.

INSTRUCTORS

Please identify the instructor(s) to be listed on the course. Please also identify who will serve as the primary instructor in the last column. The primary instructor is the "instructor of record" who is responsible for entering grades for the course during course grading periods.

Faculty Name (Last, First)	C-Number	Primary Instructor

Course Notes (Included on the Schedule of Classes, Optional)

Department Chair Signature: _____ **Date:** _____

OFFICE USE ONLY
 Registrar's Staff: Add instructor to Banner record using SSASECT. Scan to OnBase.

Processed By: _____ Date: _____