

# Delegate Setup *Formerly performed by instructors*

## Key and Roles

Instructor Role Codes (IRC)

Symbol	Code	Meaning	Usually Associate with Section	Examples
①	1-TIC	Teaching and in charge	Primary (e.g., lecture)	Instructor of Record
②	2-TNIC	Teaching but not in charge	Secondary (e.g., discussion, lab, etc.)	Lecturer (primary section), or secondary section GSI (secondary section)
③	3-NTIC	Not teaching but in charge	Primary	Instructor of Record who is not actively teaching, e.g. class is being taught entirely by lecturers
④	4—	(not used)		
⑤	5-PROXY	Proxy	Primary, but not in a teaching role	<ul style="list-style-type: none"> <li>• Head GSI</li> <li>• Department administrator</li> <li>• Secondary section GSI with grading permissions</li> </ul>

Symbol	Grading permissions As Shown in Campus Solutions	Meaning
○	(blank)	No permissions
○≡	Grade	Enter grades
○✓	Approve	Enter and approve grades

Common case:

- The primary section is graded and secondary sections are not.
- To have grading permissions, all secondary section GSIs must also be associated with the primary section. This means they will have access to grades for all enrolled students.

**Note:** The 5-PROXY role, like all IRCs, can only be assigned to people on the Instructor/Advisor table.

Examples	A Instructor Only (no delegate)	B Instructor + Head GSI	C Instructor + Lecturers + Multi-role GSI
Scenarios	Small class with or without sections and GSIs. Only the instructor can see the full roster and waitlists. Only the instructor can enter and approve final grades.	Medium to large class with a number of sections and GSIs. The “Head GSI” (administrative staff member) does not teach a section, but can view the class roster and waitlists, and can enter and upload final grades for instructor approval.	Medium to large class with a number of sections. The instructor identifies a “Lead GSI” that, in addition to teaching a section, can view the class roster and waitlists, plus enter and upload final grades for instructor approval.
Descriptions	<p>An Instructor of Record might describe a class this way to a scheduler.</p> <p><b>Structure</b></p> <ul style="list-style-type: none"> <li>• Primary section: One lecture (graded)</li> <li>• Secondary sections: Two discussions (not graded)</li> </ul> <p><b>Class Team</b></p> <ul style="list-style-type: none"> <li>• ① One Instructor of Record</li> <li>• ② Two Secondary Section GSIs</li> </ul> <p><b>Grading</b></p> <ul style="list-style-type: none"> <li>• Instructor of Record <b>•does•</b> have grading permissions (approve grades)</li> <li>• Secondary section GSIs do <b>•not•</b> have grading permissions</li> </ul> <p><b>Teaching Hours</b></p> <ul style="list-style-type: none"> <li>• 100% for Instructor of Record</li> </ul>	<p><b>Structure</b></p> <ul style="list-style-type: none"> <li>• Primary section: One lecture (graded)</li> <li>• Secondary sections: Four discussions (not graded)</li> </ul> <p><b>Class Team</b></p> <ul style="list-style-type: none"> <li>• ① One Instructor of Record</li> <li>• ⑤ One Head GSI</li> <li>• ② Four Secondary Section GSIs</li> </ul> <p><b>Grading</b></p> <ul style="list-style-type: none"> <li>• Instructor of Record <b>•does•</b> have grading permissions (approve grades)</li> <li>• Head GSI <b>•does•</b> have grading permissions (enter grades)</li> <li>• Secondary section GSIs do <b>•not•</b> have grading permissions</li> </ul> <p><b>Teaching Hours</b></p> <ul style="list-style-type: none"> <li>• 100% for Instructor of Record</li> </ul>	<p><b>Structure</b></p> <ul style="list-style-type: none"> <li>• Primary section: One lecture (graded)</li> <li>• Secondary sections: Three labs (not graded)</li> </ul> <p><b>Class Team</b></p> <ul style="list-style-type: none"> <li>• ① One Instructor of Record</li> <li>• ② Two Lecturers</li> <li>• ⑤ ② One Head GSI who also has a secondary section</li> <li>• ② Two additional Secondary Section GSIs</li> </ul> <p><b>Grading</b></p> <ul style="list-style-type: none"> <li>• Instructor of Record <b>•does•</b> have grading permissions (approve grades)</li> <li>• Lecturers and Secondary Section GSIs do <b>•not•</b> have grading permissions</li> <li>• Head GSI (proxy) <b>•does•</b> have grading permissions</li> </ul> <p><b>Teaching Hours</b></p> <ul style="list-style-type: none"> <li>• Split between Instructor of Record and Guest Lecturers</li> </ul>
Section structures Illustrations	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>○ Attached to and teaching a <b>•primary•</b> section</li> <li>○ Attached to and teaching a <b>•secondary•</b> section</li> </ul>	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>○ Attached to a section but <b>•not•</b> teaching that section</li> </ul>	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>○ One person is attached to more than one section</li> </ul>

# Delegate Setup *Continued*

Examples	A Instructor Only (no delegate)	B Instructor + Head GSI	C Instructor + Lecturers + Multi-role GSI																																																	
<b>Campus Solutions</b>  Tool used by schedulers	<b>Lecture 001</b> <table border="1"> <tr> <th>*Instructor Role</th> <th>Print [1]</th> <th>Access</th> </tr> <tr> <td>1-TIC ▼</td> <td><input checked="" type="checkbox"/></td> <td>Approve ▼</td> </tr> </table> <b>Discussion 101</b> <table border="1"> <tr> <th>*Instructor Role</th> <th>Print</th> <th>Access</th> </tr> <tr> <td>2-TNIC ▼</td> <td><input type="checkbox"/></td> <td>▼</td> </tr> </table>	*Instructor Role	Print [1]	Access	1-TIC ▼	<input checked="" type="checkbox"/>	Approve ▼	*Instructor Role	Print	Access	2-TNIC ▼	<input type="checkbox"/>	▼	<b>Lecture 001</b> <table border="1"> <tr> <th>*Instructor Role</th> <th>Print</th> <th>Access</th> </tr> <tr> <td>1-TIC ▼</td> <td><input checked="" type="checkbox"/></td> <td>Approve ▼</td> </tr> <tr> <td>5-PROXY▼</td> <td><input type="checkbox"/></td> <td>Grade ▼</td> </tr> </table> <b>Discussion 101</b> <table border="1"> <tr> <th>*Instructor Role</th> <th>Print</th> <th>Access</th> </tr> <tr> <td>2-TNIC ▼</td> <td><input type="checkbox"/></td> <td>▼</td> </tr> </table>	*Instructor Role	Print	Access	1-TIC ▼	<input checked="" type="checkbox"/>	Approve ▼	5-PROXY▼	<input type="checkbox"/>	Grade ▼	*Instructor Role	Print	Access	2-TNIC ▼	<input type="checkbox"/>	▼	<b>Lecture 001</b> <table border="1"> <tr> <th>*Instructor Role</th> <th>Print</th> <th>Access</th> </tr> <tr> <td>1-TIC ▼</td> <td><input checked="" type="checkbox"/></td> <td>Approve ▼</td> </tr> <tr> <td>2-TNIC ▼</td> <td><input type="checkbox"/></td> <td>▼</td> </tr> <tr> <td>2-TNIC ▼</td> <td><input type="checkbox"/></td> <td>▼</td> </tr> <tr> <td>5-PROXY▼</td> <td><input type="checkbox"/></td> <td>Grade ▼</td> </tr> </table> <b>Lab 101</b> <table border="1"> <tr> <th>*Instructor Role</th> <th>Print</th> <th>Access</th> </tr> <tr> <td>2-TNIC ▼</td> <td><input type="checkbox"/></td> <td>▼</td> </tr> </table>	*Instructor Role	Print	Access	1-TIC ▼	<input checked="" type="checkbox"/>	Approve ▼	2-TNIC ▼	<input type="checkbox"/>	▼	2-TNIC ▼	<input type="checkbox"/>	▼	5-PROXY▼	<input type="checkbox"/>	Grade ▼	*Instructor Role	Print	Access	2-TNIC ▼	<input type="checkbox"/>	▼	<i>Instructor of Record</i> <i>Lecturer</i> <i>Lecturer</i> <i>Head GSI (proxy)</i>  <i>Secondary Section GSI</i>
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	[1] Checking this box causes the person's name to be shown in the Schedule of Classes.																																																			

**CalCentral**  
Visible to the Class Team. Can be used by instructor to verify how roles and permissions were set up.

Instructor		
<b>Grading Legend</b>		
☰ Enter grades	✔ Enter and approve grades	
<b>LEC 001</b>	<b>Role</b>	<b>Grading</b>
▪ Miriam Lee	Instructor of Record	✔
<b>DIS 101</b>		
▪ Betsy Menninger	GSI	
<b>DIS 102</b>		
▪ Hal Betalean	GSI	

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<b>LEC 001</b>	<b>Role</b>	<b>Grading</b>
▪ Miriam Lee	Instructor of Record	✔
▪ Steve Whistler	Proxy	☰
<b>DIS 101</b>		
▪ Betsy Menninger	GSI	
<b>DIS 102</b>		
▪ Hal Betalean	GSI	
<b>DIS 103</b>		
▪ Mitra Mercadian	GSI	
<b>DIS 104</b>		
▪ Thuy Doan	GSI	

Instructor		
<b>Grading Legend</b>		
☰ Enter grades	✔ Enter and approve grades	
<b>LEC 001</b>	<b>Role</b>	<b>Grading</b>
▪ Miriam Lee	Instructor of Record	✔
▪ Joon Yun	Lecturer	
▪ Peter Stein	Lecturer	
▪ Betsy Menninger	Proxy	☰
<b>LAB 101</b>		
▪ Betsy Menninger	GSI	
<b>LAB 102</b>		
▪ Hal Betalean	GSI	
<b>LAB 103</b>		
▪ Mitra Mercadian	GSI	