



You will find a subtotal of TCH values at the bottom of the Teaching Assignments section.

**IMPORTANT:** If teaching a Winter Session course is part of your signed contract and hence, part of your obligated teaching load, please record the course information in the "Other Assignments" section of your Fall ISR.

### Student Teaching Assignment (If Applicable)

Enter the number of students enrolled for your student teaching assignment in the Student Teaching Assignment section. In **special cases only** where the number of visits for student teaching is six (6), please select the number of visits as 6 visits from the drop down menu. Please note that the TCH for Student Teaching Assignment will be automatically calculated as soon as you enter the number of enrolled students and select the number of visits from the dropdown.

To save any changes you have made, you must click the "Save and Recalculate" button at the bottom of the page. When you hit the "Save and Recalculate" button the totals will recalculate to include any changes you have made.

### Other Assignment

The Other Assignments section contains teaching credit hours for administrative and other assignments that are not considered teaching assignments. To add an entry in the Other Assignments section, click on the "Add Other Assign" button at the bottom of the page. A window will pop up where you will have to enter the details for this New Other Assignment.

An entry in the Other Assignments section requires a Category and Description/Comment entry. You first select an entry from the drop down list. Then you can type a brief description/comment. If you do not have an entry, just enter "None" in that section.

Once you click on the save button, the assignment will be added to the Other Assignments section and the ISR Summary page will be automatically saved and recalculated.

## Status History

The Status History section will display the progress of the approval process for this ISR Summary. Whenever an ISR Report is approved or returned for further review, an entry is created in this section by the system. The user who is changing the status of the ISR report has the option to add a comment that is related only to the approval step.

**Note:** In the ISR Summary, if the department assignment or current status is incorrect for the term, or if there are teaching assignments missing, or if there are incorrect assignments, notify your department chairperson or dean so that he may update the information at the Registrar's office. Once the department chair has updated the information at the Registrar's office - the data will be refreshed overnight and you will see changes in your ISR report the very next day.

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