

Course Administrator: Adding and Removing Faculty from Courses

Adding Faculty to a Course

1) Search for the desired faculty member by selecting the magnifying glass on the home screen

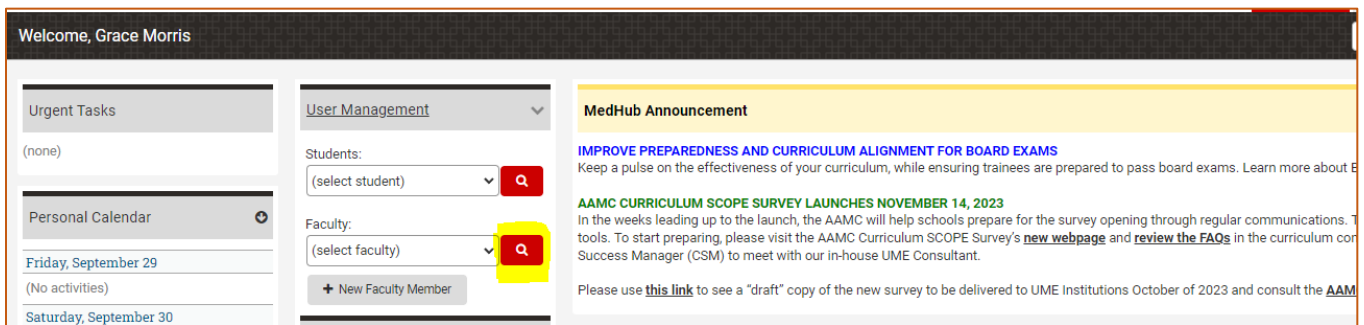


Figure 1 Faculty Search Icon

2) Search the faculty member's name within the search box. After finding the desired faculty member, select add to course.



Faculty Search

Search Terms:

Search Results (23)

Name:	Program(s):	Clerkship(s):	Status:	Actions:
Berk, John	Boston University School of Medicine*	Medicine - Core Clerkship* Pulmonary Medicine-Consult Service Sub I - Advanced Medicine: Medical Intensive Care Unit	Active	<input type="button" value="Add to Course"/>
Bernardo, John	Boston University School of Medicine*	Pulmonary Medicine-Consult Service*	Active	<input type="button" value="Add to Course"/>
Dashe, John	Boston University School of Medicine*	Neurology - Core Clerkship*	Active	<input type="button" value="Add to Course"/>
Dean, John	Boston University School of Medicine*	Pediatrics - Core Clerkship*	Active	<input type="button" value="Add to Course"/>
Fiascone, John	Boston University School of Medicine*	Pediatrics - Core Clerkship* Pediatrics - South Shore Hospital	Active	<input type="button" value="Add to Course"/>
Friel, John	Boston University School of Medicine*	Surgery - Core Clerkship*	Active	<input type="button" value="Add to Course"/>
Hart, John	Boston University School of Medicine*	Adolescent Psychiatry*	Active	<input type="button" value="Add to Course"/>
Johnson, Kayla	Boston University School of Medicine*	Medicine - Core Clerkship* Pediatrics - Core Clerkship Sub I - Pediatric Inpatient Medicine	Active	<input type="button" value="Add to Course"/>
Johnson, Terrell	Boston University School of Medicine*	Ambulatory Medicine* Doctoring 1 Doctoring 2	Active	<input type="button" value="Add to Course"/>

Figure 2 Add to Course Icon

Note: MedHub’s faculty member search can be sensitive. It is best to search different variations of the faculty member’s name.

Example: “FirstName LastName,” “First Name,” or “Last Name”

Adding a Current Faculty Member to an Additional Course:

1) Either use the faculty dropdown or faculty search to find the faculty member

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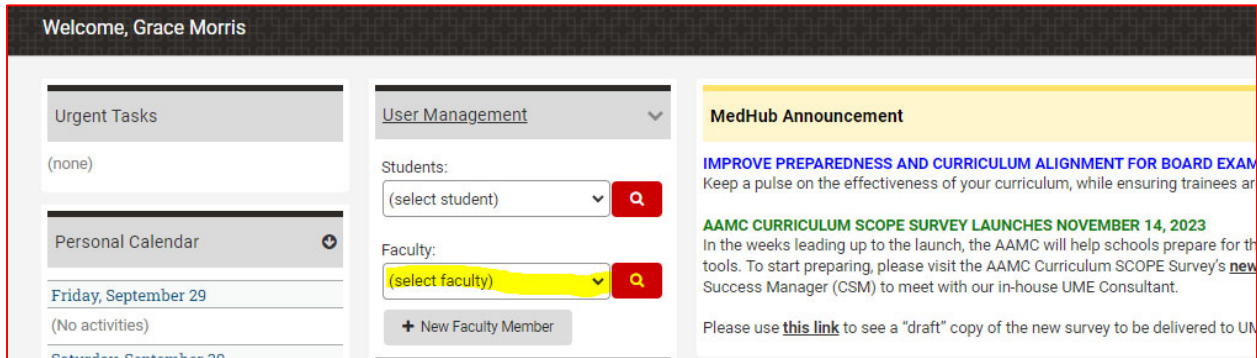


Figure 3 Faculty search and dropdown

2) After selecting the faculty member, it will bring the course administrator to the faculty member's profile. Select program/ services.

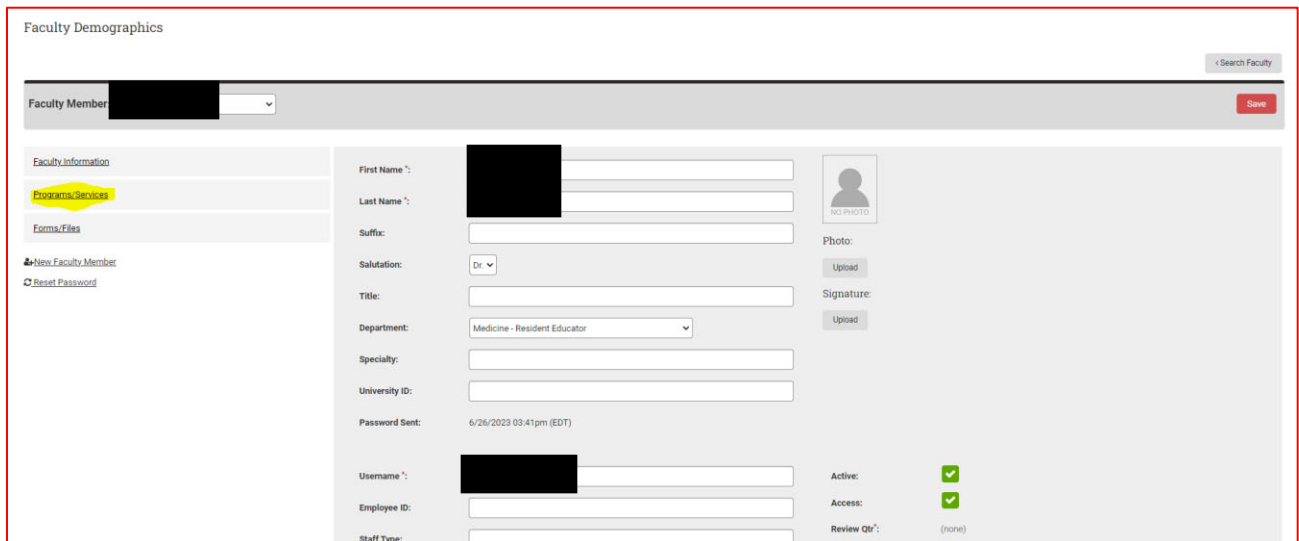


Figure 4 Faculty member's profile to program and services

3) Select Add/Modify Courses

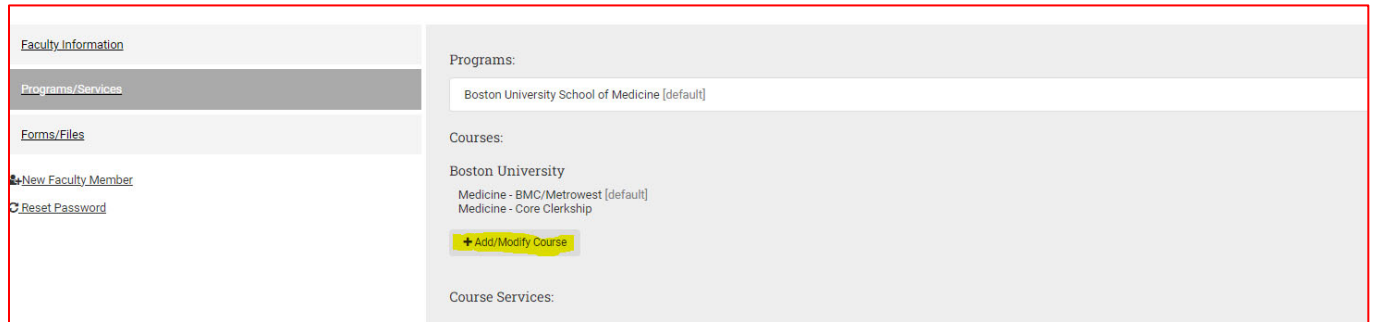


Figure 5 Add/Modify Courses

4) Select the courses by clicking the box, this will turn the box into a check mark. Afterwards, select the save button in the top right.

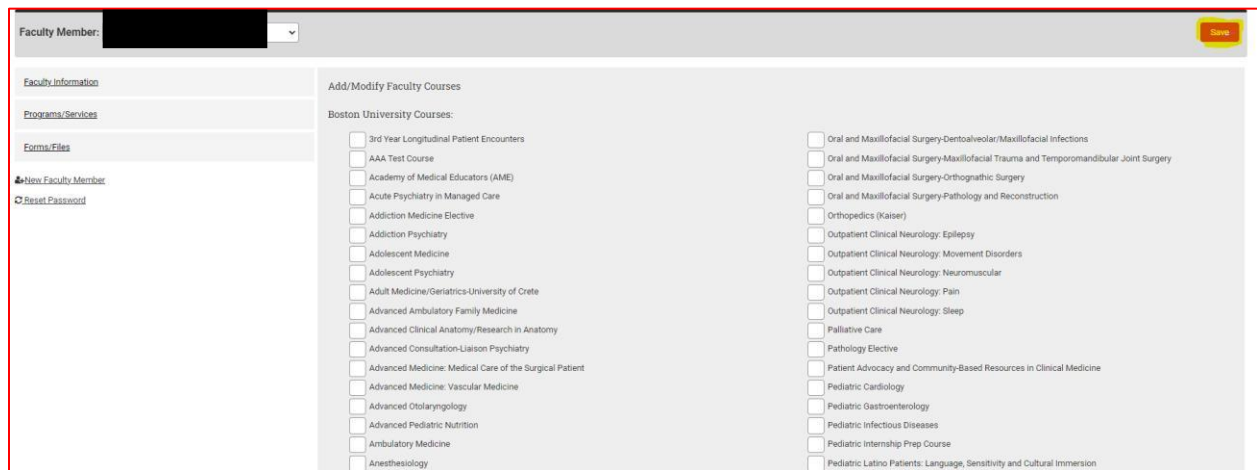


Figure 6 Selecting and saving the courses.

Removing a Faculty Member from a Course

1) Either use the faculty dropdown or faculty search to find the faculty member

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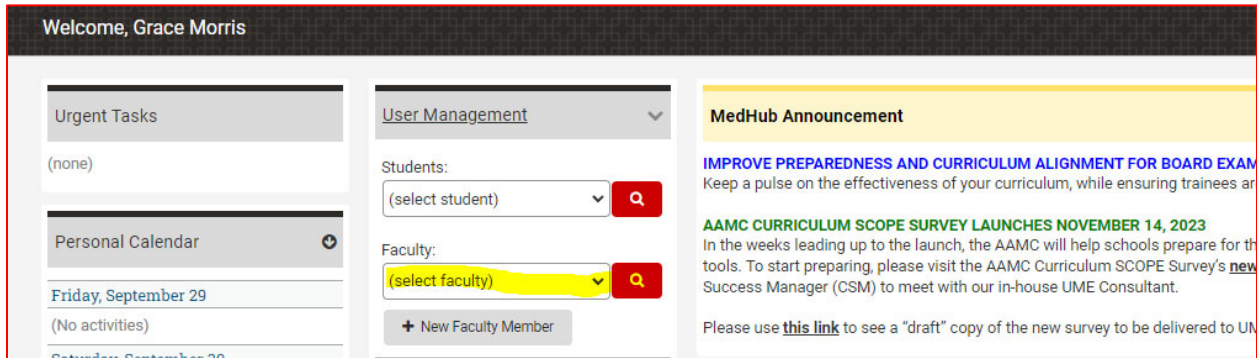


Figure 7 Faculty search and dropdown

2) After selecting the faculty member, it will bring the course administrator to the faculty member's profile. Select program/ services.

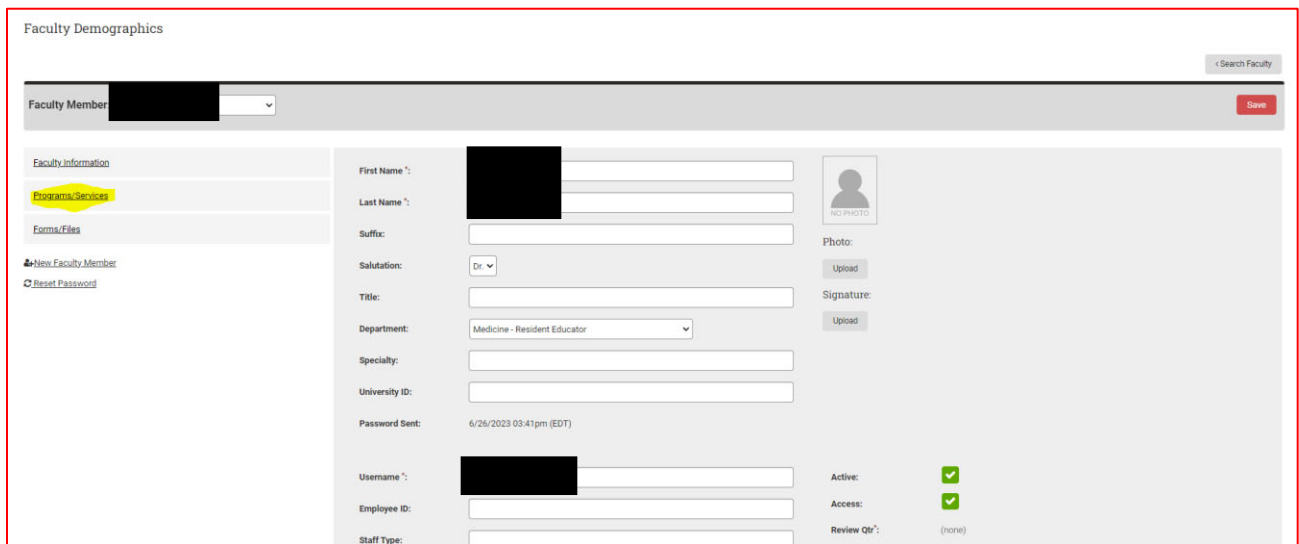


Figure 8 Faculty member's profile to program and services

3) Select Add/Modify Courses



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Figure 9 Add/Modify Courses

4) Select the courses by clicking the box, this will turn the box into a check mark. Afterwards, select the save button in the top right.

Figure 10 Selecting and saving the courses

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