Primary Instructor-

- Every class must have a primary instructor.
- The primary instructor is the instructor of record who is ultimately responsible for providing instruction and grading for the class. Use this role to indicate the instructor with primary responsibility for the class even when this instructor is a Graduate Teaching Assistant.
- The primary instructor may have no grading access (i.e. 699 and 799 classes), grade access, or approve access. At least one instructor listed on a class must have approve access.
- S/he may also be checked to print in the class search and show as the contact person for the class. Students should be provided with a contact for each class.
- The check mark will automatically populate in the EVAL check box for all primary instructors and may be removed at the discretion of the department.
- In LMS (BbLearn), the primary instructor may view the grade center, grade assignments, assessments and discussions, use messages and discussions, change tool and course properties. S/he may add/delete/change course content, which differentiates a primary instructor role in LMS (BbLearn) from all other roles.
- Instructor workloads may be adjusted/overridden by an authorized individual in FAAR.
Secondary Instructor-

- The secondary instructor role should be used if a class has an instructor or faculty member who is not ultimately responsible for providing instruction and grading for the class, but s/he co-teaches the class. Teaching assistants should never be placed in this role. They will either be primary instructors if they are responsible for the class or identified as TA. Planning and institutional Research (PAIR) can only pull TA information from the primary and TA roles.
- The secondary instructor may have no grading access, grade access, or approve access.
- S/he may also be checked to print in the class search and show as a contact person for the class if appropriate.
- The check mark will not populate in the EVAL check box for secondary instructors but may be checked at the discretion of the department.
- In LMS (BbLearn), the secondary instructor may view the grade center, grade assignments and discussions use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
- The instructor workloads may be adjusted/overridden by an authorized individual in FAAR

Teaching Assistant-

- The teaching assistant role should be used to indicate a Graduate Teaching Assistant (GTA) or undergraduate student who is assisting a primary or secondary instructor.
- If a TA is the primary instructor, they should be placed in that role, rather than the TA role.
- Anyone other than a primary or secondary instructor who determine a valuation of performance of assignments in terms of grading, should be placed in the TA role.
- The teaching assistant may have no grading access, grade access, or approve access.
- S/he may also be checked to print in the class search and show as a contact for the class.
- The check mark will not populate in the EVAL check box for teaching assistant but may be checked at the discretion of the department.
- In LMS (BbLearn), the teaching assistant may view the grade center, grade assignments and discussions, use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
- Teaching assistants should not have instructor workloads reported to FAAR.
Steward-
- The steward role should be used by anyone who needs to be identified as having an association with the class and does not fit into the roles of primary instructor, secondary instructor, TA, or grader. Examples are supervisors, coaches, administrators, etc.
- Steward should not be grading student work in terms of determining a valuation of performance of assignments, but may access the grade book to assist the instructor or department. If s/he is not teaching a class but is determining a valuation of performance, enter them as a TA.
- Steward may have no grade access or approve access.
- S/he would most likely not be checked to print in the class search and show as a contact for the class.
- The check mark will not populate in the EVAL check box for steward and there would probably not be a reason to evaluate a steward; however, it may be checked at the discretion of the department.
- In LMS (BbLearn), the steward may view the grade center, grade assignments and discussions use messages and create/reply to discussions, change tool and course properties. S/he may not add/delete/change course content; however, designer access may be requested, which will allow them this option.
- Stewards should not have instructor workloads reported to FAAR.

Grader-
- The grader role should only be used to indicate an individual who is responsible for the data entry of student grades into LOUIE.
- Grader may have grade access or approve access.
- Grader has no responsibility for the administration of the class or for determining a valuation of performance of assignments and should never be given any other role.
- S/he should never be checked to print in the class search and show as a contact for the class.
- The check mark will not populate in the EVAL check box for grader and s/he should never be checked to receive an evaluation.