

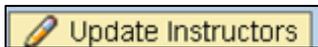
## Update Instructor

### Location(s):

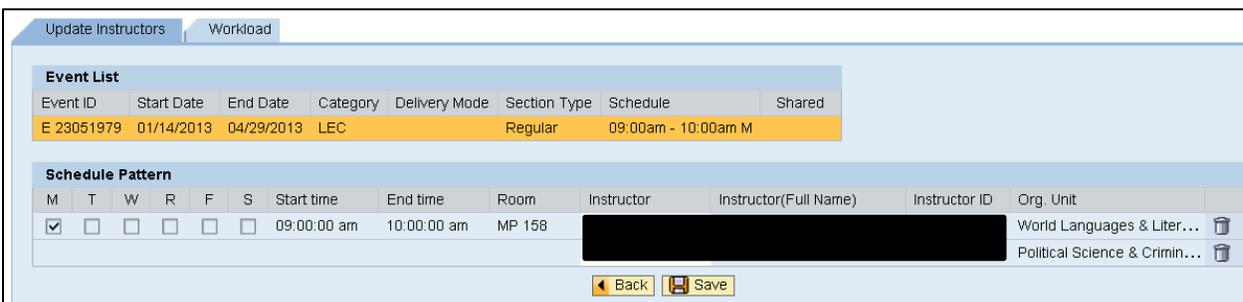
myNKU

**Purpose:** Perform this procedure for updating instructors assigned to course sections after the building process has closed.

1. Log in to myNKU
2. Click "Student Administration" tab
3. Click "Event Planning" sub-tab
4. Select academic period
5. Enter course number and prefix, click Find
6. Highlight the desired section
7. Click "Update Instructors" button



8. Click "Update Instructors" tab
9. Delete the current instructor and input the desired instructor
  - o You may also delete the current instructor and enter the wildcard "\*" to see a list of all instructors assigned to that department
10. Click "Save" and then "Back" to return to the grid



Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Schedule	Shared
E 23051979	01/14/2013	04/29/2013	LEC		Regular	09:00am - 10:00am M	

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09:00:00 am	10:00:00 am	MP 158				World Languages & Liter...				
												Political Science & Crimin...