



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

### Student Teaching Assignment

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.

After you have entered the number of students and the number of visits, click the "Recalculate" button to recalculate to include any changes you have made.

### Other Assignment

The Other Assignments section contains teaching credit hours and overloads for research, administrative, and other assignments that are not considered teaching assignments. To add an entry in the Other Assignments section,

## Comments

When you click on the comment icon in the upper right-hand corner of the summary page, a window will pop up with a field for you to enter your comments. When saved, your comments will be displayed along with your name and the date/time you submitted the comment. Comments cannot be deleted and are viewable by the department chairpersons and deans.

## 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 data. The data will be refreshed overnight and you will see changes in your ISR report the very next day.

## History Tab (new feature Spring 2018)

The History tab allows you to view your ISRs from previous terms.

## **5) Submitting the ISR**

You can submit your ISR for review by clicking on the submit icon in the upper right-hand corner of the page. You will have the option of adding a comment to the approval step. Once you have submitted the ISR for review, you cannot make any changes. All changes, from now on, can only be made by your department chair or dean.

When you click on the submit icon in the upper right-hand corner of the summary page, a window will pop up with a field for you to enter your comments. When saved, your comments will be displayed along with your name and the date/time you submitted the comment. Comments cannot be deleted and are viewable by the department chairpersons and deans.