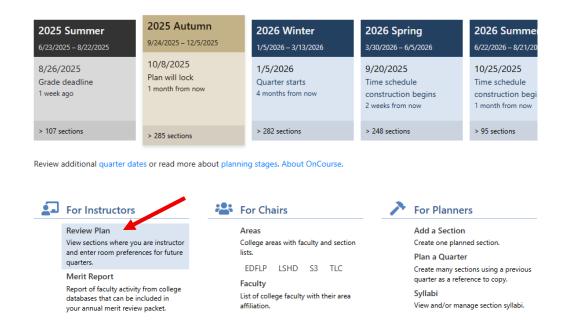
## Step-by-Step Guide to Reviewing Courses and Adding Instructor Preferences

- **Step 1:** Direct your browser to our College of Education courses database called <u>OnCourse</u> (educ.uw.edu/oncourse/). You will be prompted to log in with your UW credentials.
- Step 2: From the home page under the blue heading labeled "For Instructors," select Review Plan.



• Step 3: View/review all your course sections (current and future), all in one place! Please check all the details for accuracy. There should be a meeting time listed for your course section (except asynchronous online courses). Does the enrollment look correct? What about grading? If something is incorrect or has changed, please reach out to your Area Chair, Stacey Hardin for TEP courses, and Lynn Dietrich for undergrad courses.

## Review Plan Sections with Kate Calisto as an instructor. You can add room preferences for 2026 Spring and after. Prior quarters have already been entered in UW Time Schedule construction. 2025-26 Academic Year 2026 Spring EDUC 300 | Special Topics in Education, Learning, and Society Calisto, K | MW 830-950 Lecture | 3.0 credits | Standard grading Hybrid Provide Instructor Preferences

No sections in 2026-27 Academic Year

• Step 4 (Updated!): Please click on the "provide instructor preferences" box in gray for each of your course sections. Please complete the entire process to get results closest to meeting your classroom expectations. You can add preferences for more than one quarter if you prefer. If you do not have the option to click on "provide instructor preferences," the deadline has passed for that quarter.

## Some helpful tips:

- A. Providing your plans for final exam week will improve your classroom placement, as they are
  on a <u>different meeting schedule</u> from your meeting time. If no room is needed, it's one less
  time to coordinate.
- O B. Check only the room features that are critical to pedagogical needs. The more features you require, the more difficult it will be to find a classroom of the size you need that matches your preferences (and at the desired time!). In this case, less is more!
- C. Please add your preferred learning modality. If you need more information about each type
  of modality, please click on the "about instructor preferences" in blue on the right side of the
  screen for guidance.
- o **D.** If you have a building/classroom preference, please complete this section.
- E. (New!) Note for room scheduling Is there anything important to know about your course?
   Add it here. Example: "I only need a classroom on Mondays, as the Wednesday sessions will be online."
- o F. Save your preferences. Done!!

