

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

- **Step 1:** Direct your browser to our College of Education courses database called [OnCourse](https://educ.uw.edu/oncourse/) (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**.

2025 Summer	2025 Autumn	2026 Winter	2026 Spring	2026 Summer
6/23/2025 – 8/22/2025	9/24/2025 – 12/5/2025	1/5/2026 – 3/13/2026	3/30/2026 – 6/5/2026	6/22/2026 – 8/21/2026
8/26/2025 Grade deadline 1 week ago	10/8/2025 Plan will lock 1 month from now	1/5/2026 Quarter starts 4 months from now	9/20/2025 Time schedule construction begins 2 weeks from now	10/25/2025 Time schedule construction begins 1 month from now
> 107 sections	> 285 sections	> 282 sections	> 248 sections	> 95 sections

Review additional [quarter dates](#) or read more about [planning stages](#). [About OnCourse](#).

 **For Instructors**

- Review Plan**
View sections where you are instructor and enter room preferences for future quarters.
- Merit Report**
Report of faculty activity from college databases that can be included in your annual merit review packet.

 **For Chairs**

- Areas**
College areas with faculty and section lists.
EDFLP LSHD S3 TLC
- Faculty**
List of college faculty with their area affiliation.

 **For Planners**

- Add a Section**
Create one planned section.
- Plan a Quarter**
Create many sections using a previous quarter as a reference to copy.
- Syllabi**
View and/or manage section syllabi.

- **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 I Special Topics in Education, Learning, and Society
Calisto, K | MW 830-950
Lecture | 3.0 credits | Standard grading

Hybrid

☐ Provide Instructor Preferences

40

Enrollment Limit

 **2026-27 Academic Year**

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 [different meeting schedule](#) from your meeting time. If no room is needed, it's one less time to coordinate.
- **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.
- **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.”
- **F.** Save your preferences. **Done!!**

[Review Plan](#) / EDUC 300 I

2026 Spring

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Enrollment
Limit

[About Instructor Preferences](#)

Instructor Preferences

Final Exam

- ☐ Yes, I am following the UW final exam schedule AND I need a room
- ☐ No, no final exam is scheduled OR I do not need a room
- ☒ (response missing, no final exam will be scheduled)

Features

- ☐ Chalkboard
- ☐ Computer/monitor
- ☐ Moveable furniture
- ☐ Tables
- ☐ Whiteboard

Learning Modality

- ☒ (none)
- ☐ In Person
- ☐ Hybrid
- ☐ Synchronous Online
- ☐ Asynchronous Online

Building / Room Preferences

First Preference

Second Preference

Third Preference

Preference Note

[Save](#) [Cancel](#)