Instructor assignments must be entered appropriately into ARIES, Colorado State University’s student information system, for accurate reporting, cost considerations, correct roles in RamCT Blackboard, and more.

Who manages CSU instructor assignment policy? Institutional Research!
The policy for entering instructor assignments into the Colorado State University’s ARIES system is set and managed by CSU’s Institutional Research: www.ir.colostate.edu. For questions about entering instructor assignments, contact:

- Chris Maldonado, chris.maldonado@colostate.edu, 970-491-6487
- Tyson Koss, Tyson.Koss@colostate.edu, 970-491-5939

Which teaching assignments must be entered in ARIES?
All who teach the students (every faculty member, GTA, and others), whether face-to-face or online, need to be entered into ARIES via SCAIT with an appropriate workload percentage greater than zero.

Are entering teaching assignments in ARIES for supporters optional?
Yes, those who support the teachers behind-the-scenes, such as managing online exams, posting web content, grading papers, etc., may optionally be added to ARIES via SCAIT with a 0% workload.

Who enters the instructor assignments into ARIES?
Each department has Schedulers who enter the teaching assignments into ARIES via the SCAIT screen.

When do department Schedulers enter teaching assignments?
As soon as instructors are assigned to teach by departments.

Must instructor assignments be in ARIES before instructors can request their RamCT Blackboard sections?
Yes.

Can any instructor request a RamCT Blackboard course?
No, only the instructor entered as “Primary” in ARIES can request RamCT Blackboard courses.

Which instructors have full access to RamCT Blackboard teaching tools?
ALL persons with teaching assignments entered into ARIES, regardless of the workload percentage, are added to RamCT Blackboard in the Instructor role with full access to all content and teaching tools.

How can access to RamCT Blackboard tools be limited for supporters?
If instructors want to limit the access of tools or content to support personnel (those who do not directly teach the students), instead of having them entered into ARIES instructors can manually add the supporters in RamCT Blackboard with roles of “Assistant Instructor”, “Designer”, or “Teaching Assistant”. See “How-To Enroll Users”. These personnel will not be included in CSU’s teaching analysis data.
Why is it important to enter instructor assignments into ARIES?
Proper entry of teaching assignments enables accurate data analysis by CSU’s Institutional Research for
determining faculty workload and following Colorado State policy for record-keeping. This has been
ongoing for well over 30 years.

How are teaching assignments in ARIES used?
Instructor assignment data is used many ways:
   1. Reporting credit hours taught by faculty type (internally and also on the CCHE Performance
      Contract)
   2. Analyzing and comparing faculty workload by college and department
   3. Review of faculty workload for tenure/promotion considerations
   4. Deriving instructional costs by course level
   5. Having accurate faculty workload records in the system of record (ARIES)

Who can provide more information?
1. CSU policy on instructor assignments: Institutional Research:
   • Chris Maldonado, Chris.Maldonado@colostate.edu, 970-491-6487
   • Tyson Koss, Tyson.Koss@colostate.edu, 970-491-5939

2. On RamCT Blackboard information: contact your college/area RamCT Coordinator.

3. General RamCT information: ramctsupport@colostate.edu