Updating Instructors in CheckMarq
AFTER the SOC Building Period has Closed

SOC Builders and Registration Monitors have access to update instructors for classes via CheckMarq during the term until the Last Day to Withdraw from classes in a given session with a grade of 'W'.

Navigate to Marquette Extensions; click on Student Records.

Click on Use; then click on Update Instructors for Classes.
Enter the Term, Subject, and Catalog Number to search for the appropriate class.

Below is the MU Class Mtg Pat page which allows extended access to update Instructors for Classes.

Click on + or - to Add or Delete the Primary Instructor, Secondary Instructor, TA, or D2L Facilitator