

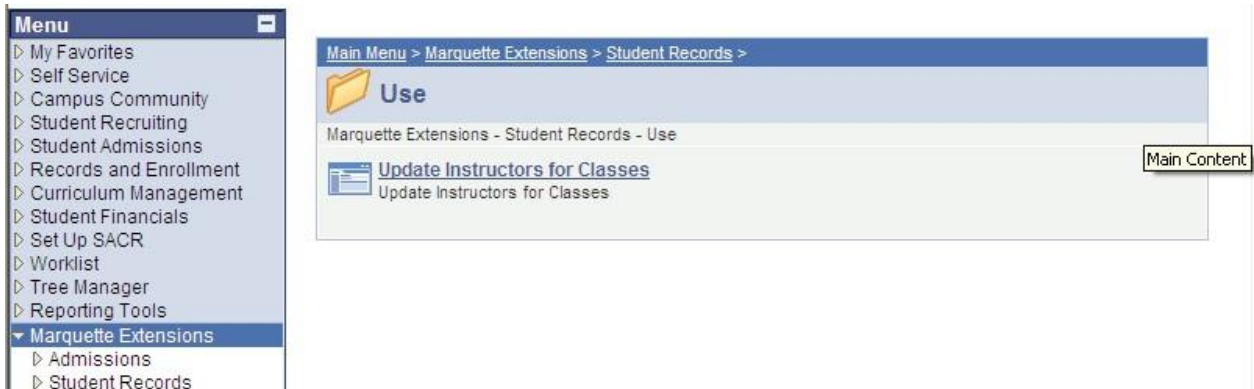
## Updating Instructors in CheckMarq AFTER the SOC Building Period has Closed

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.

### Update Instructors for Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Academic Institution: = [v] [MARQU] [Q]

Term: = [v] [1290] [Q]

Subject Area: = [v] [HIST] [Q]

Catalog Nbr: begins with [v] [1] [Q]

Academic Career: = [v] [Undergraduate] [v]

Campus: begins with [v] [MAIN] [Q]

Description: begins with [v] [ ] [Q]

Course ID: begins with [v] [ ] [Q]

Course Offering Nbr: = [v] [ ] [Q]

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

**CheckMarq** CheckMarq Search: [Q]

Home | Worklist | Add to Favorites | Sign out

### MU Class Mtg Pat

Course ID: 004459 Course Offering Nbr: 1  
 Academic Institution: Marquette University  
 Term: 2009 Spring Term Undergrad  
 Subject Area: HIST History  
 Catalog Nbr: 1 Growth West Civil to 1715

**Class Sections** Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14928  
 Class Section: 1001 Component: Lecture Event ID: 000051562

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	Start/End Date
LL176	90	MWF	9:00AM	9:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2009 05/09/2009

Lalumiere 176 Topic ID: Free Format Topic:  
 Print Topic On Transcript [Contact Hours](#)

**Instructors For Meeting Pattern** Customize | Find | View All First 1-2 of 2 Last

ID	Name	Instructor Role	Print	Access	Contact	
005172037	Larsen, Andrew E	Prim In: [v]	<input checked="" type="checkbox"/>	Approve [v]	[ ]	[+] [-]
005334607	Lindemann, Laura Jean	TA [v]	<input checked="" type="checkbox"/>	[ ]	[ ]	[+] [-]

**Room Characteristics** Customize | Find | View All First 1-3 of 3 Last