



Summer Scoop

Week of
January 4 – January 8, 2021

Change in Summer Session Appointment Files & Resources

Effective Summer Session 2021, a Bio/Bib is no longer required in Summer Session appointment files.

Please be sure that the candidate's CV is detailed and complete with education, work history, and professional publications, awards, and presentations.

See the Summer Session Instructor Appointment Handbook for details. You can find links for the handbook and training presentations below:

- [Instructor Appointment Handbook](#)
- [Appointment File Presentation](#)
 - [Grad Division Appointment File Presentation](#)

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu.

Preview of Classes for Summer Session 2021

All courses that were approved to be offered in Summer Session 2021 have been posted to the Summer Session website on the Preview of Classes. Please verify that your courses are present on the Preview by Friday, January 8.

The Preview is updated with all changes on a weekly basis. All new edits will be posted by each Thursday, beginning January 7. For questions or concerns, contact Renee Lee at summer-scheduling@ucsd.edu.

[Click here for a direct link to the Preview of Classes.](#)

Summer Course Scheduling 2021 (ISA Tips) – Using your Quarterly Schedule Builder (QSB)

Courses that have been approved by Summer Session will automatically show up in your Quarterly Schedule Builder (QSB). Please use the QSB to schedule your classes, then click "Submit Schedule to Registrar" (see snippet below). After the Schedule Build spreadsheet is

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Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619

printed from the ISA, please send your spreadsheets to registrar-scheduling@ucsd.edu by Thursday, January 28. This action can only be done once.

Accessing your QSB:

1. Log into <https://instructionalscheduling.ucsd.edu/> with your SSO
2. On the left navigation under “Schedule Builders”, select “Quarterly”.
3. Confirm the Year is 2020-2021
4. Select Term, Summer Session I, Summer Session II, or Special Summer Session
5. You can schedule your approved courses in these terms. Please be sure to add any appropriate scheduling components (Lecture, Lab, Discussion, etc.)

The screenshot displays the 'Quarterly Schedule Builder 2020-21' interface. It features a 'Filters' section with several options: 'List classes by' (Course, Primary Instructor), 'Grid Width' (Standard, Wide, Widest), and 'Grid Height' (Standard, Tall). There are dropdown menus for 'Academic level' (All academic levels), 'Term' (Sum Sess I 2021), 'Course Group Filter' (All Courses), and 'Instructor Group Filter' (All Instructors). A text input field for 'Filter by course ID/title' contains 'e.g. BIEB'. Below these are checkboxes for 'Only show classes that meet on' (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday) and a toggle for 'Only show classes that have their primary component scheduled?' (NO, YES). A 'Reset filters' button is located at the bottom left of the filter section. At the bottom right, there is a 'Submit Schedule to Registrar' button. A blue callout box with a yellow arrow points to this button, containing the text: 'Click here to generate the spreadsheet, then email to Registrar-Scheduling'. The interface also shows '12 classes matching current filters' and 'SCHEDULE GRID CONTROLS' at the bottom.

For questions regarding summer courses, contact Renee Lee at summer-scheduling@ucsd.edu. For questions regarding ISA functions, please use the “Send feedback” feature in the ISA, located at the bottom of the left navigation pane.

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Summer Course Scheduling 2021 – how to manage changes?

Summer Session created a helpful guide for department staff on how to manage Summer course changes within ISA. You can find the ISA Change Management guide [here](#).

The document can also be found on the [Summer Session website](#) → Staff & Faculty → Guidebook 2021 → **ISA Change Management**

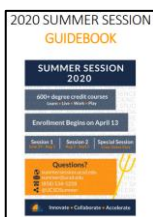
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Summer Session Annual Workflow

October	November	December	January (in progress)	February	March
Call for Course Proposals	Course Proposals Due – November 12 Summer Session Kickoff Meeting – November 19	How to Hire Summer Session Instructors Training Summer Session Advisory Committee Meeting Preview of Classes posted	Approved Courses scheduled within ISA Schedule Build Spreadsheets due to Registrar – January 28	Classroom Assignments as needed Faculty teaching Appointment Letters Sent out Approved Courses set up in ISIS	Schedule of Classes Available on TritonLink beginning March 18
April	May	June	July	August	September
Students Begin Enrollment	Enrollment Management of Waitlists Student Fees Assessed	Session 1 Classes Begin Fees Due	Students: Add/Drop Courses	Session 2 Classes Begin Fees Due Faculty Pay Date (Session 1)	Sessions End Reporting Begins Faculty Pay Date (Session 2)

Resources for Summer Session Faculty



The [2021 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.



All Summer Session instructors are eligible for services at [the Engaged Teaching Hub at the Teaching + Learning Commons](#)

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