

Add Observers or Advisors to a Course (For Section Builders)

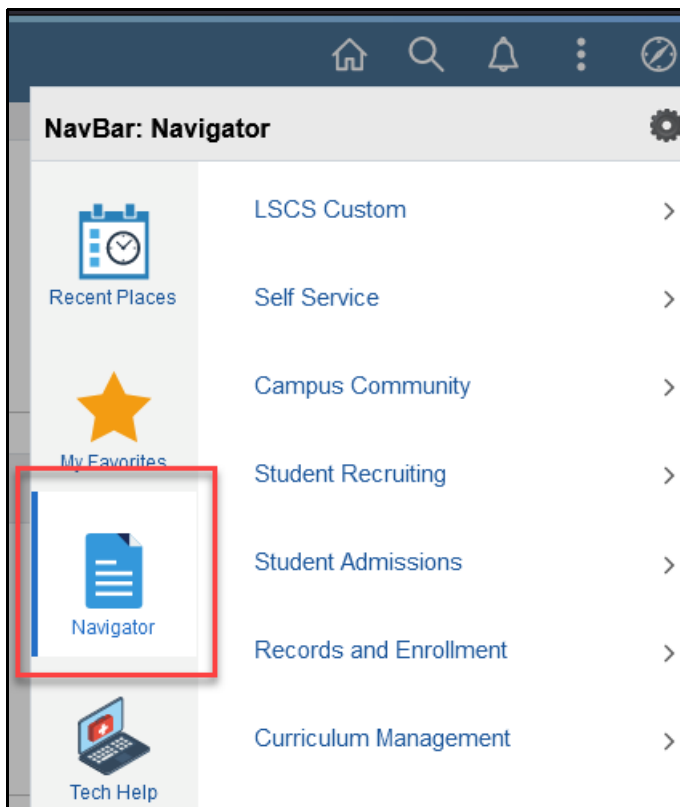
Last Modified on 11/29/2022 3:54 pm CST

NOTE:

- 1) This article is primarily for **Section Builders** only (*Division Operating Managers* or *Division Operating Specialists*).
- 2) For **Instructors**, please refer to **Add a User to a Course** (<https://vtac.lonestar.edu/help/a136>).

1. Go to **iStar Campus Solutions** (<http://campus.lonestar.edu>) and log in with your full Lone Star College email address and password.

2. Select the **[Compass]** icon on the upper right corner of the page -> **Navigator** -> **Curriculum Management** -> **Schedule of Classes** -> **Maintain Schedule of Classes**.



3. Fill out the following fields to narrow your search. For example:

- **Academic Institution:** LSC01 (Lone Star College)
- **Term:** 1228 (More information on [Term Codes](https://vtac.lonestar.edu/help/a154) (<https://vtac.lonestar.edu/help/a154>))
- **Subject Area:** EDUC
- **Catalog Nbr:** 1300
- **Campus:** OL

iStar Campus Solutions

Favorites ▾ Main Menu ▾ > Student Homepage > Maintain Schedule of Classes

Maintain Schedule of Classes

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

[Find an Existing Value](#)

▼ **Search Criteria**

*Academic Institution = ▾ LSC01 🔍

*Term = ▾ 1228 🔍

Subject Area = ▾ EDUC 🔍

Catalog Nbr begins with ▾ 1300

Academic Career = ▾ ▾

Campus begins with ▾ OL 🔍


Description begins with ▾

Course ID begins with ▾ 🔍

Course Offering Nbr = ▾ 🔍

Academic Organization begins with ▾

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

4. After you have searched for the course, multiple sections attached to the course will appear. First, select the **[Meetings]** tab to view Section information.

iStar Campus Solutions

Favorites ▾ Main Menu ▾ > Student Homepage > Maintain Schedule of Classes

[Basic Data](#) [Meetings](#) [Enrollment Control](#) [Reserve Cap](#) [Notes](#) [Exam](#) [LMS Data](#) [Textbook](#) [GL Interface](#)

Course ID 017086 Course Offering Nbr 11

Academic Institution Lone Star College System

Term 2022 Fall CR

Subject Area EDUC EDUC - Education [Auto Create Component](#)

Catalog Nbr 1300 Learning Framework: 1st Yr Exp

Class Sections Find | View All First 1 of 12 Last

*Session 1 Regular Academic Session Class Nbr 1627

*Class Section 9001 *Start/End Date 08/29/2022 By 12/18/2022 By

*Component LEC 🔍 Lecture Event ID

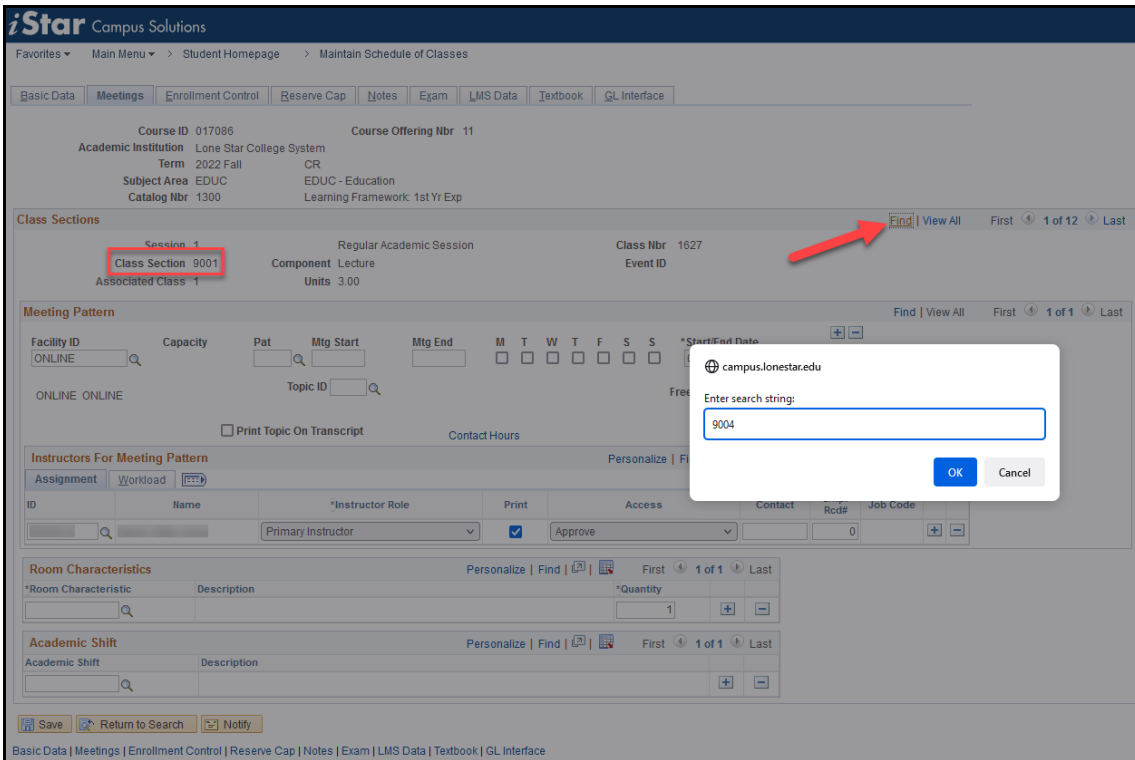
*Class Type Enrollment Section ▾

*Associated Class 1 Units 3.00 [Associated Class Attributes](#)

*Campus OL LSC-Online [Add Fee](#)

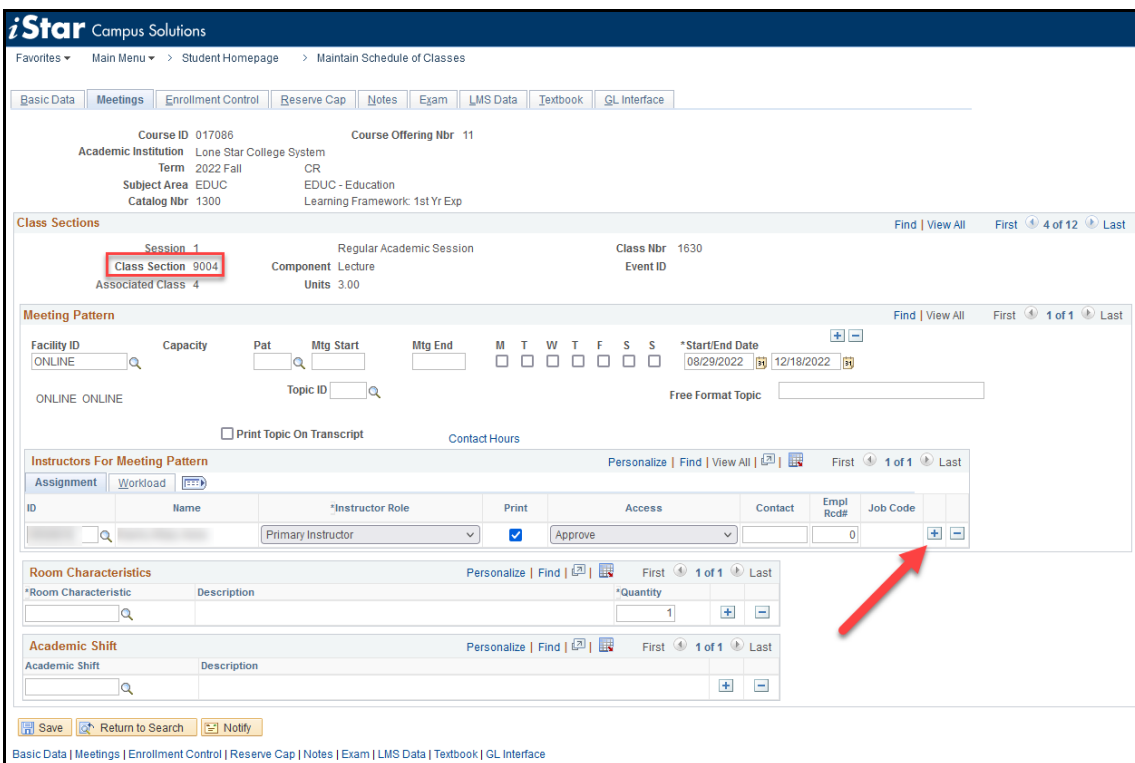
*Location OL 11 🔍

5. Under the **[Meetings]** tab, you can select the **Find** link to open a search box, where you can type in the Class Section Number you are looking for.



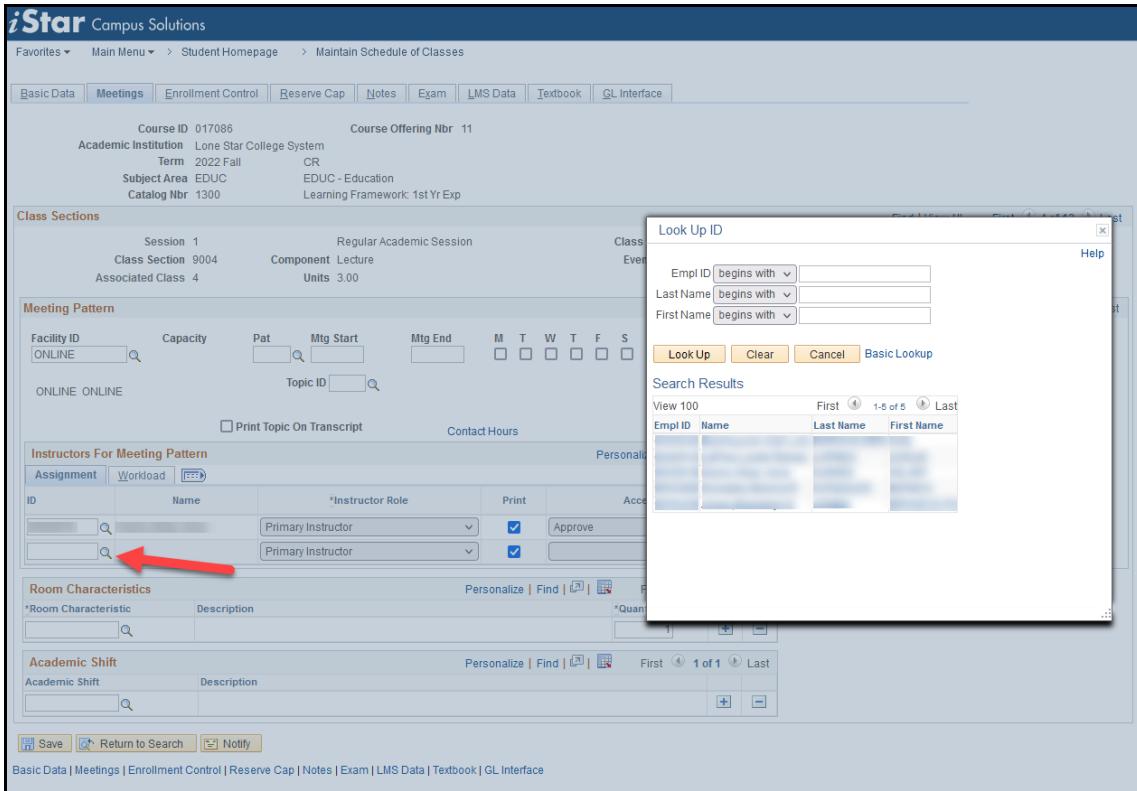
6. Once you've found your Class Section, within the **Instructors For Meeting Pattern** table, select the **[+]** button at the right-end of the table to add a new field.

TIP: If you want to remove an Observer or Advisor, select the **[-]** button next to their name.

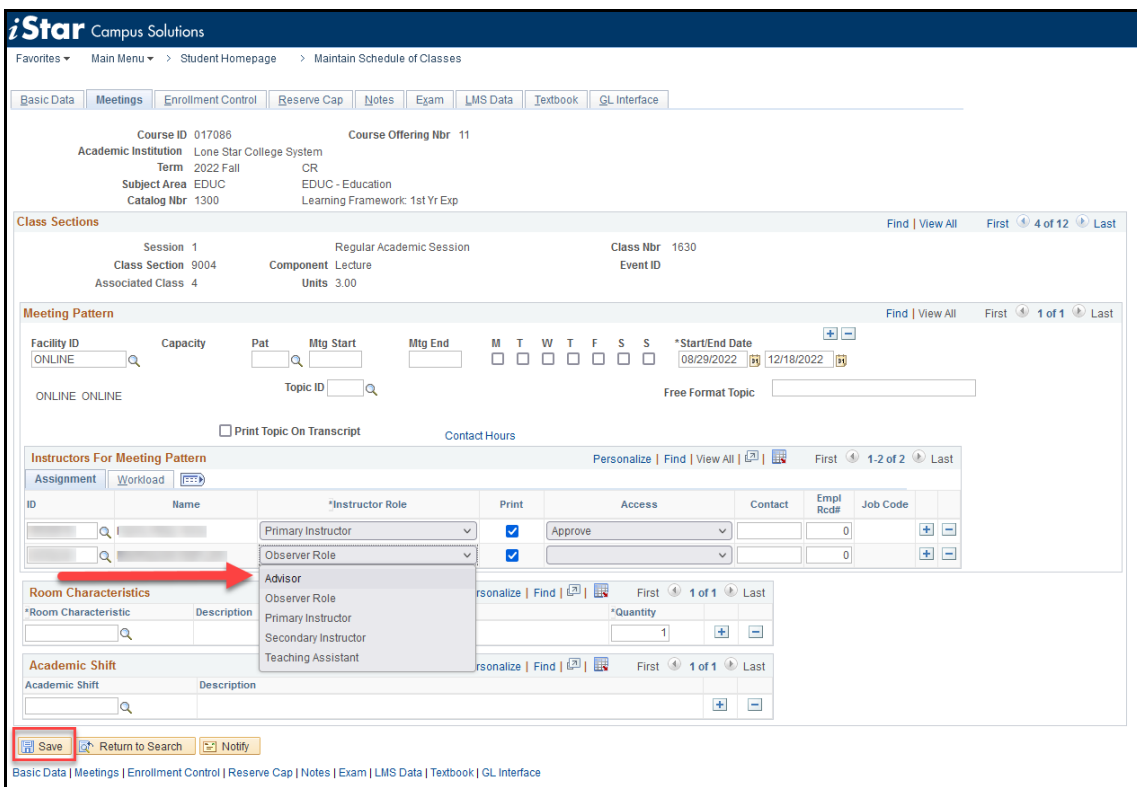


7. After the new row appears, select the **[Magnifying Glass]** icon to bring up another search box, and look for the Instructor you wish to add. Select the name of the Instructor when their name

appears in the **Search Results** section to add them.



8. Select the box under **Instructor Role** and select either **[Advisor]** or **[Observer Role]**, depending on the type of access you want them to have.



9. Finally, select the **[Save]** button at the bottom of the page. In 24 hours, the Observer or Advisor

will appear in the D2L course.
