



SCAIT Coordinator Instructions 2026

Welcome to the ***Schedule Course Adjustments, Instructors and Times (SCAIT)*** system. This is where you will enter your instructor assignments, which is the key to unlocking their course administrative functions along with many other operations critical to CSU, including budgetary concerns that could affect your department. Each semester you will need to assign instructors to their respective course sections via this system.

- Entering an instructor in SCAIT grants them access to the course shell in the Canvas Learning Management System (critical for online and on-campus courses).
- Instructors and their percentage of course responsibility entered determines how student credit hours are allocated to instructors, departments and colleges. Why is this important? There are many reasons but the primary three are as follows:
 1. It helps faculty and departments to understand workload distribution.
 2. The student credit hours generated in each department are used as the basis for funding processes each semester. Timely funding for departmental enrollment growth is entirely dependent on the accuracy of these data at the term census date.
 3. Student Course Surveys cannot be administered unless the faculty member is assigned accurately to each course. The process is entirely dependent on the accuracy of these data.

Note – the deadline for non-variable class data entry has moved to census from the end of term. We know that variable credit courses populate at census, so please edit those as soon as you can once the students are available. If you are having difficulties making that deadline, please work with your department chair to mitigate the issue(s). The data are, as described above, critical for many reasons.

Accessing SCAIT

Access the SCAIT system through ARIESweb or the Administrative Applications and Resources page, which you can find via the CSU homepage under “[Resources](#)”, or click here: <https://aar.is.colostate.edu/>.



AAR Access

Administrative Applications and Resources

Home Reporting Research



Welcome to AAR

AAR (Administrative Applications and Resources) is designed to provide links to administrative applications supported by the Division of Information Technology (DoIT).

All available applications are accessed using the icons on the right side of the page (side menu). The categories are:

Application Systems

- ARIESweb
- Banner Administrative Pages
- Conflict of Interest (COI)



Figure 1 - Administrative Applications and Resources Page

AriesWeb Access

General Tools

- Banner Administrative Pages
- Class & Override Lists
- Class Schedule Tools
- Classroom Lookup
- Course Catalog
- CRN Finder
- Curriculum Inventory Management System (CIM)
- EAB Navigate

ARIESweb is the comprehensive computer information system that contains information on courses, students, faculty, staff, and alumni.

Need help? Access the Help Center in the menu for more information.

New to ARIESweb? Watch our [training video](#) to get started.

Student Search

% can be used as a wildcard with First and Last Names.

CSU ID

Last Name

First Name

Figure 2 - AriesWeb Access

Accessing your forms.

The Banner Administrative Pages are what you will use to assign instructors to their respective course sections (SWASINS) and to access helpful reports (SWASREP). You will enter the form name into the entry field and, if you leave the "search" button selected, it will predict which form you would like to access. Below you can see the SWASINS access displayed. You can click on the form name when it appears or continue entering the form name and press enter.

Welcome

Search Direct Navigation swas

SCAIT Data Entry Form (SWASINS)

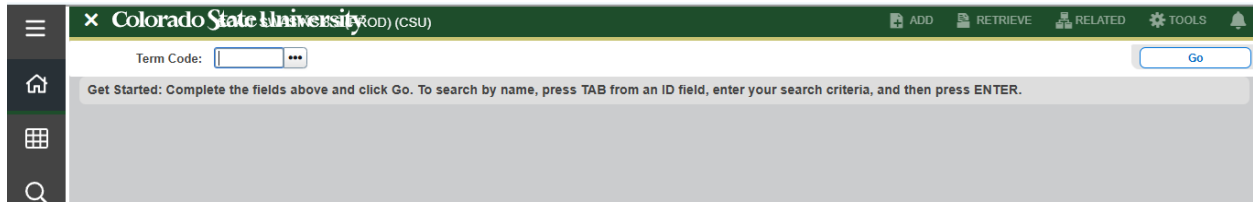
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Student information is confidential and protected by the Family Educational Rights and Privacy Act. Accessing this information should only be to perform job duties and responsibilities. It is the policy of the Colorado State University System that a student's Education Records, other than Directory Information, shall be disclosed only when the disclosure is (i) required by law; (ii) properly authorized by the student; or (iii) properly authorized by the institution for a business, academic, research or reporting function and the institution determines that the information should be disclosed. The CSU System FERPA policy is available on the CSU System website (<https://csusystem.edu/system-ferpa>).



Navigating to SWASINS

Once you access the SWASINS form your first task is to enter the term you wish to edit. This is accomplished with the "Term Code" prompt at the top of the page.



The format for the term is YYYYMM which corresponds to the year, month in which the term begins, and a trailing zero.

For example:

- Summer 2025 = "202560"
- Fall 2025 = "202590"
- Spring 2026 = "202610"

Enter the term code and click the "Go" button in the upper right. This will take you to the SWASINS form, where you will see the areas for instructor entry (Instructor Changes Block) and in the case of variable credit courses, where you can assign instructors to students (Variable Credit "Pick List" Block – more on this later).

Note – An instructor's credit department is assigned via an automated process. If you have questions about an instructor's credit department, please contact us.

Course Schedule Block

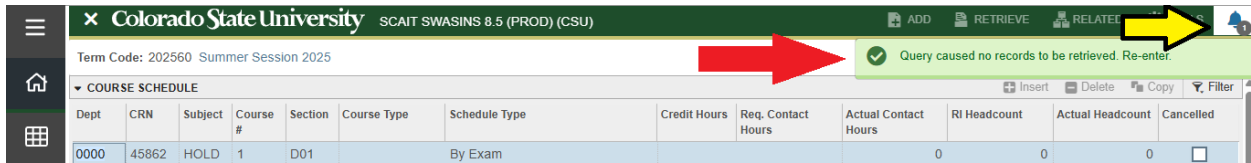
Dept	CRN	Subject	Course #	Section	Course Type	Schedule Type	Credit Hours	Req. Contact Hours	Actual Contact Hours	RI Headcount	Actual Headcount	Cancel
1170	45714	SOCR	487	001	RI	Internship (87)	0		0	3	3	

Instructor Changes Block

CSU ID	Instructor Name	Credit Department	Primary	Instructor Percent	Instructor Credit
8	A	1	<input checked="" type="checkbox"/>	100.000	0.000
Totals:				Course Total: 100.000	Course Total: 0.000

Variable Credit Class List

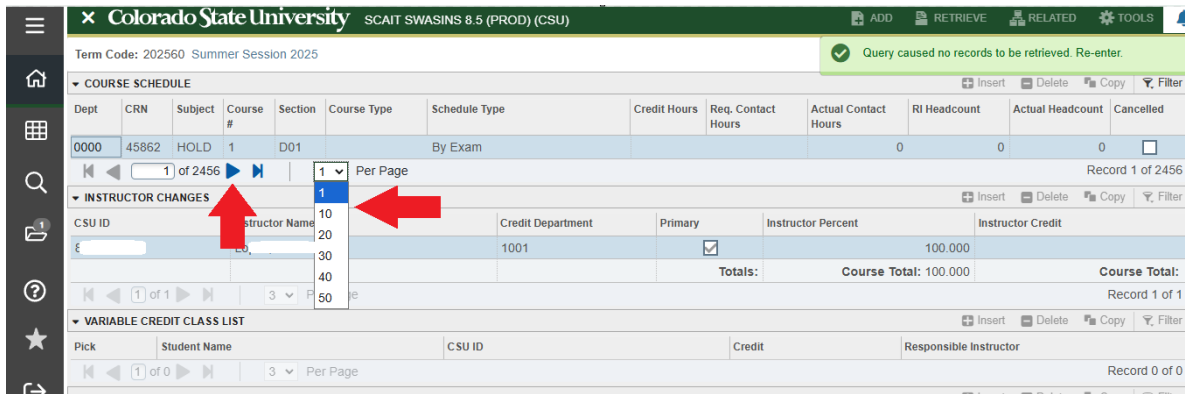
Pick	Student Name	CSU ID	Credit	Responsible Instructor
<input type="checkbox"/>	E	8	3	
<input type="checkbox"/>	C	8	6	
<input type="checkbox"/>	C	8	2	
Total Course Credits: 11			Instructor Credits: 0	Instructor Percent: 100



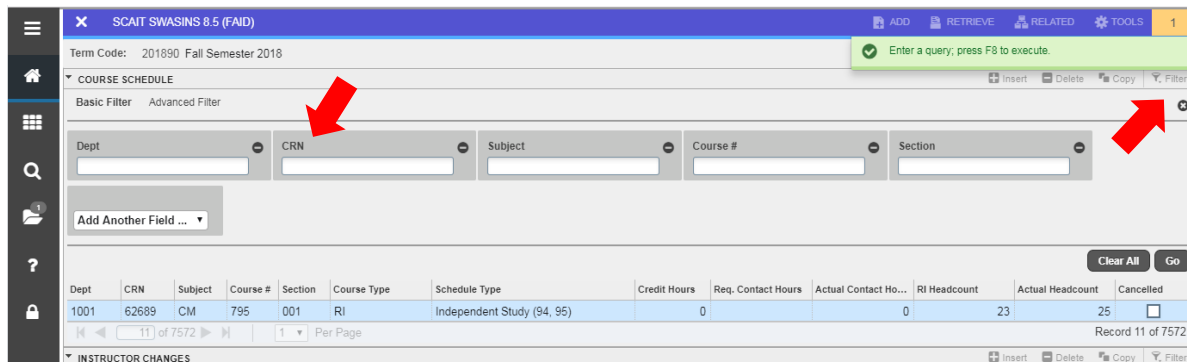
How to GET RID OF THIS THING! The message box that pops up can sometimes interfere with what you see. Click on the bell indicated with the yellow arrow above to clear your messages.

Navigating through your courses

At the bottom of each section you will notice navigational arrows, with which you can cycle through your accessible courses. You can also expand how many items you can view in the list using the drop-down arrow.



You can also search for specific courses using the “filter” function which is accessed with the button at the top right of each function block. It’s easily recognizable by the funnel icon. In order to search for a particular course, make sure you are in the Course Schedule Block by clicking in any of the fields of the section (e.g., CRN). The filter icon should darken, indicating it’s ready to be used. Click on the filter to expand the section, revealing the fields you can use. You can filter with all these fields and more, however most of the time it’s easiest to use the Course Reference Number (CRN).



Once you have entered the CRN, click “Go” at the bottom right of the filter box and your course should appear. Once it does, you can edit as needed. Don’t forget to click “Save” in the bottom right-hand corner of the page!

To clear the filter, simply click on the circular icon with “X” in the center, next to the CRN in the “Active Filters” at the top of the page or click “Clear All.”



Entering Instructors and Instructor Percentage

Once you have the course selected in which you want to enter your instructors and instructor percentages you can proceed.

If your course has no instructors yet, click the “save” button at the bottom right corner of the form. This will activate the fields and open an entry row. Enter the instructor’s CSU ID in the blank field and then press the enter key or tab. The instructor should populate, and you can proceed to click “Save” in the bottom right of the form, or add more instructors as needed.

The screenshot shows the 'INSTRUCTOR CHANGES' section of the system. It includes a table with columns for CSU ID, Instructor Name, Credit Department, Primary, Instructor Percent, and Instructor Credit. The CSU ID field is currently empty. A red arrow points to this field. At the bottom right of the interface, there is a blue 'SAVE' button, also indicated by a red arrow.

If your course already has instructors click in the CSU ID field of any instructor and then click the Insert button at the top right of the instructor block.

The screenshot shows the 'INSTRUCTOR CHANGES' section with one instructor already entered. The table has columns for CSU ID, Instructor Name, Credit Department, Primary, Instructor Percent, and Instructor Credit. The first row shows CSU ID '82', Instructor Name 'Ai', Credit Department '1', Primary checked, Instructor Percent '100.000', and Instructor Credit '0.000'. A red arrow points to the 'Insert' button at the top right of the instructor block. Another red arrow points to the empty CSU ID field in the second row.

Enter the instructor’s nine-digit CSU ID and hit the tab or enter key. The instructor’s name should appear and you can now enter the instructor percentages accordingly. Continue until all your instructors are entered and click “Save” at the bottom right of the form.

Note that you do not have to enter all the instructors at once. If you need to enter a partial list you can do so, click save, and come back later. Just be aware that you will get a warning that your instructor’s



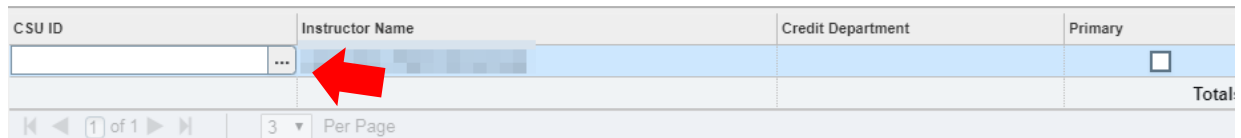
credit percentage does not equal 100%. This will not affect your ability to save the form but please remember to finish adding instructors and adjusting their percentage accordingly to equal 100%.

WARNING – The instructor percentage total will only display the sum of instructors visible in the page. In order to see the total, rather than a subtotal, use the “Per Page” drop down at the bottom of the Instructor Changes Block to display all the instructor names.

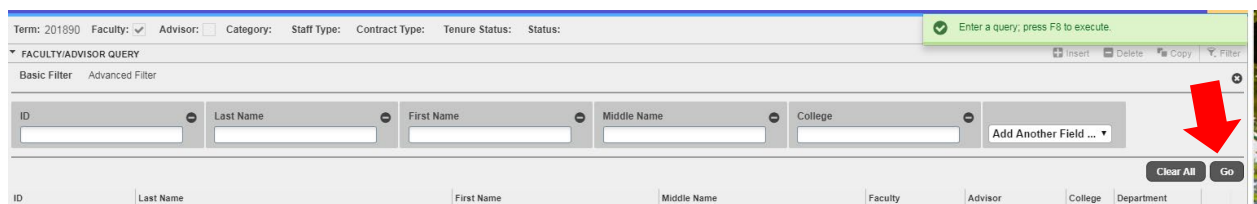
If you receive an error message that says, “Faculty does not have an active assignment. Please contact SCAIT administrator” this means the instructor hasn’t yet been added to the system. Send an email to tyson.koss@colostate.edu or lindsey.laverentz@colostate.edu with the instructor’s name and CSU ID.

To delete or replace an instructor, click on the instructor’s CSU ID in the Instructor Changes Block, and then click the “delete” button. Once the instructor is removed, make any desired changes, such as adding a new instructor or changing credit percentages. Don’t forget to save the form when you’re done, but only when you have completed all your edits. If you save the form and then try to make additional changes in the same form you will receive a “concurrency violation error”. When this occurs you’ll have to click the “Start Over” button in the upper right and navigate back to the section using one of the methods discussed above.

In the event you don’t know an instructor’s ID you can use the search function. To access this, click on the button with three dots to the right of the CSU ID field.



This will bring you to a secondary search page with other searchable categories. Please disregard and click “Go” in the upper right had corner and you will come to the “FACULTY/ADVISOR QUERY”. In this form you can enter an instructor’s last name, first name, or any other variation to find them. Once you have entered the information you’d like to search with, click “Go”.



(Pro tip – You can also use a wildcard in your search if you don’t know the full name, number, etc. For example, if you enter “Wil%” (without quotations) in the last name field, it will return all last names that start with those letters. This also applies to other data, such as department, CSU ID, etc.)

Once you have found the instructor you would like to enter, double click on the name and the instructor will be entered into the course.



Adding the Instructor Percentage

The instructor’s percentage is necessary to calculate the amount of student credit hours which are assigned to the instructor, which then goes to the assigned department and college. You can enter the percentages as you see fit or, in the case of variable credit courses, use the Variable Credit “Pick List”.

To enter percentages manually, simply click in the Instructor Percent field and enter the desired number. Press Enter, tab, or click into another field to lock in that percentage. If you try and save the form with percentages that are not equal to 100% you will receive a warning to that effect. However, you can still save and come back later. Be aware that we check regularly to make sure the percentages are at 100% and send out reminders if they’re not.

Variable Credit Classes

The Variable Credit Class List is only available after census date (12th day of class). Providing data processing occurs normally, you will be notified the Monday following census that your variable credit course students will be available in SCAIT. When you see your variable credit courses, please be aware that online Resident Instruction Students are listed and the number should match the total RI Headcount in the Course Schedule block. **Students who add or drop a course after census or employees will not be reflected in the RI Headcount but will be included in the Actual Headcount. Even though they are not on the list in SWASINS, instructors can add grades, etc., as normal.**

Instructors and instructor percentages can be added in the same manner as above. However, you can also use the Variable Credit Class list to assign students to responsible instructors.

Using the Variable Credit Class List, AKA “Pick List”

The pick list was created to aid in the assignment of credit percentages. In some variable credit courses, the number of students and instructors makes it impractical to calculate and assign instructor percentages. This process will do it for you. In order to assign a student to an instructor, highlight the instructor by clicking in the CSU ID field. Their row will highlight, and you can then check the boxes in the pick list for all of the students you want to assign to them. The instructor percentage will continue to update while you select the students.

The screenshot displays three main sections of a software interface:

- COURSE SCHEDULE:** A table with columns: Dept, CRN, Subject, Course #, Section, Course Type, Schedule Type, Credit Hours, Req. Contact Hours, Actual Contact Hours, RI Headcount, Actual Headcount, and Cancelled. A filter is applied for CRN: 45714.
- INSTRUCTOR CHANGES:** A table with columns: CSU ID, Instructor Name, Credit Department, Primary, Instructor Percent, and Instructor Credit. A red arrow points to the CSU ID field.
- VARIABLE CREDIT CLASS LIST:** A table with columns: Pick, Student Name, CSU ID, Credit, and Responsible Instructor. A red arrow points to the 'Pick' column.

Figure 3- Pick List



You can save your progress and return to it later, but you will get a warning if you try to save and the percentage does not equal 100%. Please return and adjust to 100% as soon as possible; the student credit hour reports that administration uses depends on the accuracy of this information.

Helpful Reports for You

SCAIT users also have access to two reports to assist with entering instructors in SCAIT. To access these reports, enter **SWASREP** in the ARIES Administrative pages (where you enter SWASINS to access your courses). A menu will appear instructing you to enter a term, with buttons to access your reports. The reports are:

Variable Credit Class List – This report will provide a list of the variable credit courses to which you have access, and the names of the Resident Instruction students enrolled in them. Note - this report is not available until after census date when the variable credit students are populated.

Missing Instructor Edit – This report will show your courses which are missing instructors. Please note that if an instructor is not listed in a section as an instructor, he or she will not be able to access Canvas or issue grades.

Some of you may notice that there was a third report, *Preliminary Course Detail Report*, which is no longer available in SWASREP. This report listed details such as the instructor, instructor credits, etc., so you could review what has been entered. This report has been replaced by an interactive report on our website: [Course Detail by Department](#) which contains these data.

A couple of parting notes about faculty entering grades: Any instructor can add a grade for any student within a course. If a student adds a variable credit course after census date or is a CSU employee, they will not be listed on the variable credit course listed in SCAIT. However, the student's instructor *must* be added to SCAIT so the instructor can add a grade for the student. The instructor should be added to the course with an instructor percentage of zero. If the instructor is already listed for another student, no change is necessary.

If you have any questions or need more information, please don't hesitate to contact us.

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