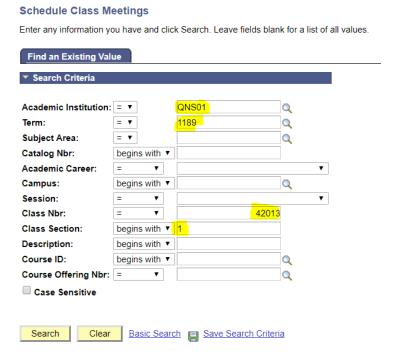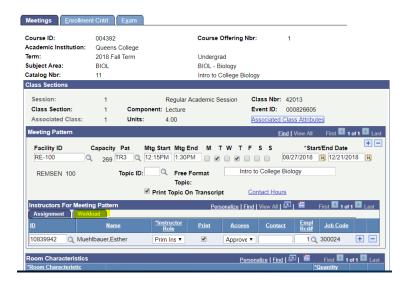# Adjustments for Instructional Workload

Instructional workload is automatically assigned in CUNYfirst when instructors are assigned to classes. Departments are responsible for ensuring workload values associated with each instructor are accurate. In doing so, departments may need to adjust the default workload values in CUNYfirst to account for JUMBO sections (upward adjustments) or TEAM TEACHING, CROSS LISTED CLASSES, RESEARCH/IND STUDY CLASSES (downward adjustments). Departments are responsible for making these adjustments within the first month of classes.
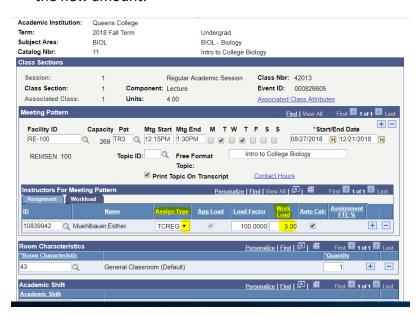
Steps to adjust workload

1. Navigate to the Schedule Class Meetings page on CUNYfirst using the following navigation:
   Curriculum Management→Schedule of Classes→Schedule Class Meetings

2. Enter the Academic Institution, Term, Class Nbr and Class Section fields. Hit the "Search" button.

3. Select the "Workload" tab.

4. Select the drop down arrown for the "Assign Type" field to select the appropriate reason for the adjustment. For more information on which Assign Type to select, please refer to the CUNYFirst FWL Assignment Types document. Adjust the workload value to the new amount.

5. Save the record.