



Entering Course Reassignments

for Department Heads, Associate Deans, or Academic Affairs Staff

Department Heads or Associate Deans: Enter course reassignments which are recurring as part of a faculty's member job duties.

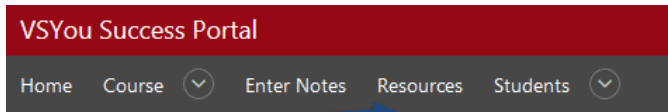
Academic Affairs Staff: Enter course reassignment **after** the Provost and VPAA approves the application.

STEP 1: Login to APL

Log in to **APL** directly at <http://app.aplnexted.com/login/valdosta>

OR

Log in to **APL** from the Success Portal (<https://successportal.valdosta.edu/>).

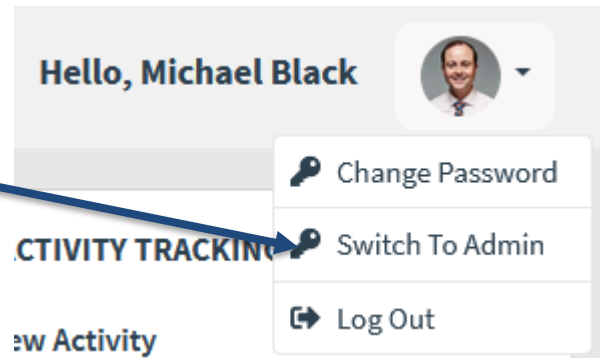


Select the **Resources** tab

Click on the **APL nextED** tile to be redirected to the APL dashboard.

STEP 2: Switch to the Administrative Role

in the upper right, select  then **Switch To Admin**



STEP 3: Update the Course Staffing

hover over **Courses/Staffing**



click **Course Release / Reassignments**



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STEP 4: Search for the Instructor

select + Add Course Release

Course Release Times

Campus: All Campuses | College: All Colleges | Departments: All Departments | Terms: All Terms | Academic Year: 2021 - 2022

Filter Reset

Page Help

Faculty	Reason	Credits	Actions
No data available in table			

0 Results | 10 | < >

select the check mark next to the instructor

Search Faculty Profiles

Faculty	Reason	Credits	Actions
[REDACTED]			<input checked="" type="checkbox"/>



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STEP 5: Enter Reason for Reassignment, Credit Hours, and Comments

Make sure to enter the term in the Comments box.

****An entry will need to be made every academic year for faculty; continuing reassignments do not roll over.**

Course Release/Re-Assignment - Details

Reason For Release *

Credits / Workload *

Comments



For questions about entering course reassignments, contact Dr. Michael Black at apl [at] valdosta.edu. This handout is posted online at <http://www.valdosta.edu/administration/sacs/faculty-credentials.php>