

# Campus Solutions For Faculty: Navigating the Faculty Center

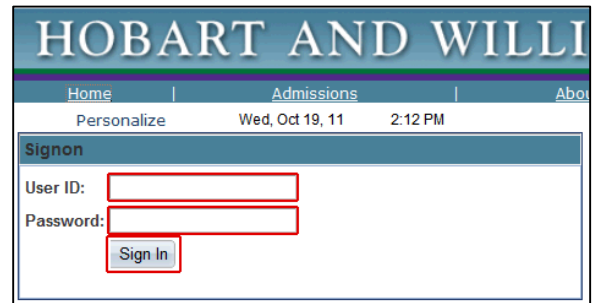
These instructions introduce you to the Faculty Center and highlight some of the features.

## To view the Faculty Center:

1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)



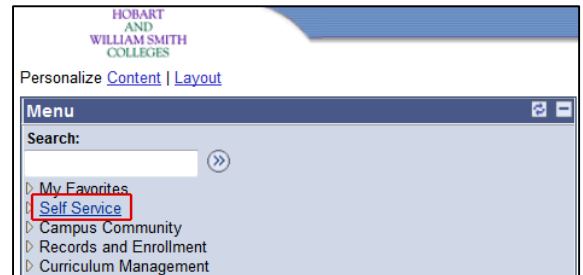
3. On the menu, click **Campus Solutions**



4. Click on **Self Service**

After you make a selection from the main PeopleSoft menu, the menu expands, and the area to the right of it displays selections that provide an alternate way to navigate in PeopleSoft.

Note that the menu choices are the same for both areas.

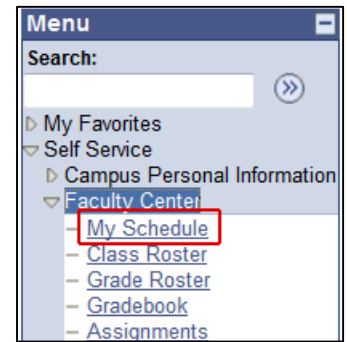


5. Click on **Faculty Center**



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6. Click on My Schedule



The Faculty Center tabs display. You can access these pages by clicking the links at the top. They will display your teaching schedule and related personalized information; a class catalog by either searching or browsing; and a list of other faculty members.

Your name displays above the tabs.

A screenshot of the 'My Schedule' page in the Faculty Center. At the top, there are tabs for 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Below these are sub-tabs for 'my schedule', 'class roster', and 'grade roster'. The page title is 'Faculty Center My Schedule'. It shows 'Fall 2014 | Hobart and William Smith' with a 'change term' button and a 'View Personal Data Summary' link. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An icon legend includes Class Roster, Grade Roster, Gradebook, Assignments, and Mid-Term Progress. Below is a table titled 'My Teaching Schedule > Fall 2014 > Hobart and William Smith' with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The table lists five classes: BIOL 167-02 (Intro Topics), BIOL 320-01 (Agroecology), BIOL 320-11 (Agroecology Laboratory), BIOL 320-12 (Agroecology Laboratory), and BIOL 450-01 (Independent Study). At the bottom, there are links for 'View Weekly Teaching Schedule' and 'Go to top'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">BIOL 167-02 (1297)</a>	Intro Topics: (Lecture)	37	MoWeFr 10:10AM - 11:05AM	Napier Hall 101	Sep 1, 2014- Dec 12, 2014
<a href="#">BIOL 320-01 (1758)</a>	Agroecology (Lecture)	11	TuTh 8:45AM - 10:10AM	Napier Hall 102	Sep 1, 2014- Dec 12, 2014
<a href="#">BIOL 320-11 (1824)</a>	Agroecology (Laboratory)	3	We 1:30PM - 5:00PM	TBA	Sep 1, 2014- Dec 12, 2014
<a href="#">BIOL 320-12 (1825)</a>	Agroecology (Laboratory)	8	Th 1:30PM - 5:00PM	TBA	Sep 1, 2014- Dec 12, 2014
<a href="#">BIOL 450-01 (2625)</a>	Independent Study (Lecture)	1	TBA	TBA	Sep 1, 2014- Dec 12, 2014

7. Change the term to see your schedule for other terms

This change will only be reflected while you're on this page; the term will return to the default on your next visit.

A screenshot of the 'My Schedule' page, similar to the previous one, but with the term changed to 'Fall'. The 'change term' button is highlighted in green. The 'View Personal Data Summary' link now includes a sub-link for 'My Exam Schedule'.

8. On the tabs, click Search

A screenshot of the navigation tabs at the top of the Faculty Center. The tabs are 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. The 'Search' tab is highlighted with a red rectangular box. Below the tabs are sub-tabs for 'my schedule', 'class roster', and 'grade roster'.

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The class search tab provides class and catalog search tools.

The search is based on a term you select so you can view the chosen classes offered for the selected term and subject.

You can then drill down further to view the class section details, including whether sections are open.

Faculty Center | Advisor Center | Search | Learning Management

search for classes | browse course catalog | faculty search

### Search for Classes

#### Enter Search Criteria

Search for Classes

Institution: Hobart and William Smith  
Term: Fall 2015

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject: select subject  
Course Number: is exactly  
Course Career: Undergraduate Degree

Show Open Classes Only

Additional Search Criteria

CLEAR SEARCH

9. Click the tab **browse course catalog**

Faculty Center | Advisor Center | Search | Learning Management

search for classes | **browse course catalog** | faculty search

### Search for Classes

The browse catalog tab displays the entire catalog, including courses offered in the selected term and courses that are not.

The courses display by subject and then by course number. You can click the letters at the top of the page to navigate to a specific subject. You can click on each course number or name for more details.

Faculty Center | Advisor Center | Search | Learning Management

search for classes | browse course catalog | faculty search

### Browse Course Catalog

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

COLLAPSE ALL | EXPAND ALL

Select subject code to display or hide course information.

- ▶ AEP - Arts And Education Program
- ▶ AFAM - African-American Studies
- ▶ AFRN - African Studies
- ▶ AFS - Africana Studies
- ▶ AIX - Aix En Provence France
- ▶ ALST - Africana Studies
- ▶ AMST - American Studies

10. Click **faculty search**

Faculty Center | Advisor Center | Search | Learning Management

search for classes | browse course catalog | **faculty search**

### Browse Course Catalog

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On the faculty search tab, you can search for a faculty member, to view his or her schedule and e-mail address.

11. At the bottom of the page, click **Faculty Center** to return to your schedule page

