

Campus Solutions

For Faculty: Viewing the Faculty Schedule

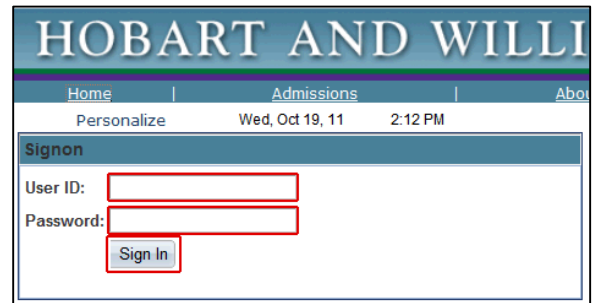
These instructions introduce you to the Faculty Center and highlight some of the features.

To view your Faculty Schedule:

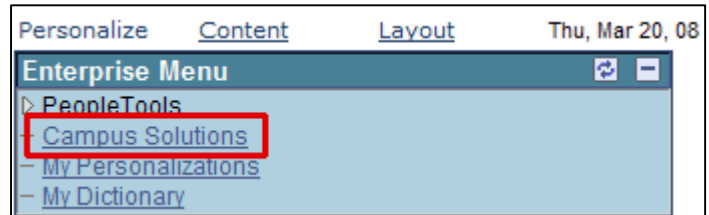
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



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



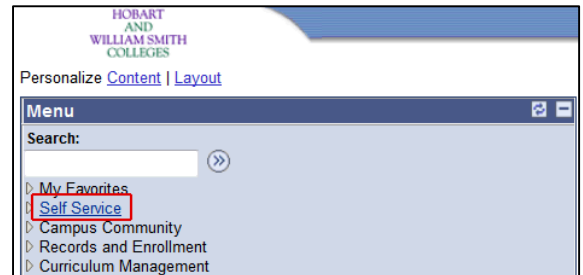
3. On the menu, click **Campus Solutions**



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.

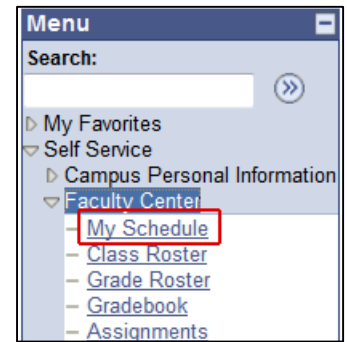


5. Click on **Faculty Center**



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6. Click on My Schedule



The Faculty Center tabs display. Your schedule displays in the my schedule tab. By default, your classes display for the current selected term.

You can change the term if desired.

You can also display only classes for which students are enrolled by selecting **Show Enrolled Classes Only**, rather than Show All Classes, which is selected by default.

A screenshot of the 'My Schedule' page in the Faculty Center. The page has tabs for 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Under 'Faculty Center', there are sub-tabs for 'my schedule', 'class roster', and 'grade roster'. The 'my schedule' tab is active. The page shows 'Fall 2014 | Hobart and William Smith' with a 'change term' button and a 'View Personal Data Summary' link. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, Gradebook, Assignments, and Mid-Term Progress. The main content is a table titled 'My Teaching Schedule > Fall 2014 > Hobart and William Smith'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row is highlighted with a red box.

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

7. To view details for a class listed in your schedule, click the desired link in the **Class** column

A screenshot of the 'My Schedule' page, similar to the one above, but with the first class link in the 'Class' column, '[BIOL 167-02 \(1297\)](#)', highlighted with a red box.

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The class search tab displays, with more details for the class you selected.

This information includes class details, meeting information, and class availability.

The class details continue on the bottom of the page.

8. Click **Return to Faculty Center**

Class Detail

BIOL 167 - 02 Intro Topics:
Hobart and William Smith | Fall 2014 | Lecture

Class Details

Status	<input type="checkbox"/> Closed	Career	Undergraduate Degree
Class Number	1297	Dates	9/1/2014 - 12/12/2014
Session	Regular Academic Session	Grading	Student Option
Units	1 units	Location	Geneva
Instruction Mode	In Person	Campus	Main
Class Components	Laboratory Required, Lecture Required	Topic	Tropical Biology

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:10AM - 11:05AM	Napier Hall 101	Elizabeth Newell	09/01/2014 - 12/12/2014

Enrollment Information

Enrollment Requirements Prerequisite: First Year or Sophomore status

Class Availability

Class Capacity	36	Wait List Capacity	4
Enrollment Total	37	Wait List Total	0
Available Seats	0		

Notes

Class Notes Laboratory is mandatory

Subject Notes All 200-level Biology courses require any BIOL 160-level course with a minimum grade of C-.

Description

These courses, while focused on a range of topics, are designed to help you (1) distinguish between scientific inquiry and other modes of inquiry; (2) articulate in general terms the central concepts of biology, including the process of evolution through natural selection, the central role of DNA, RNA, and proteins in living organisms, and the inheritance of genetic information; (3) ask relevant biological questions, develop scientific hypotheses, and design experiments to test hypotheses; and (4) explain the relevance of biological knowledge to society. Each course includes laboratory sessions. Prerequisites: none. (offered every semester)

Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)

[Return to Faculty Center](#)


9. If you wish, you can download your class schedule to **Microsoft Excel** by clicking the icon

10. You can also view your schedule in a weekly calendar grid format: click **View Weekly Teaching Schedule**

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Mid-Term Progress

My Teaching Schedule > Fall 2014 > Hobart and William Smith

View All |  First 1-5 of 5 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
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[View Weekly Teaching Schedule](#) [Go to top](#)

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The schedule display changes to View My Weekly Schedule.

From this page, you can view present, previous, or future weeks, or you can enter a specific week beginning date.

11. Click **next week**

You can also specify additional display options, which let you limit the schedule view to display specific hours of the day or days of the week.

Additional selections display on the bottom of the page to let you change the display.

12. Change the **Start Time**

13. Change the **End Time**

14. Click **refresh calendar**

Your schedule for the next week displays.

Other options are available at the bottom of the page.

15. Uncheck **Show AM/PM**

16. Click **refresh calendar**

The schedule now displays the times in a 24-hour clock format.

17. Check **Show Class Title**

18. Click **refresh calendar**

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The course titles as well as course numbers display in the schedule.

You can use the other options in the Display Options section similarly. Just make sure to click refresh calendar to activate any changes.

Time	Monday Sep 1	Tuesday Sep 2	Wednesday Sep 3	Thursday Sep 4	Friday Sep 5
08:00		BIOL 320 - 01 Agroecology Lecture		BIOL 320 - 01 Agroecology Lecture	
09:00		08:45 - 10:10 Napier Hall 102		08:45 - 10:10 Napier Hall 102	
10:00	BIOL 167 - 02 Intro Topics: Lecture		BIOL 167 - 02 Intro Topics: Lecture		BIOL 167 - 02 Intro Topics: Lecture
11:00	10:10 - 11:05 Napier Hall 101		10:10 - 11:05 Napier Hall 101		10:10 - 11:05 Napier Hall 101
12:00					
13:00					
14:00			BIOL 320 - 11 Agroecology Laboratory	BIOL 320 - 12 Agroecology Laboratory	
15:00			13:30 - 17:00	13:30 - 17:00	
16:00					

19. Click the Faculty Center tab

The weekly schedule display clears and the default Faculty Center display returns.

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

Faculty Center

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster

Faculty Center

My Schedule

Fall 2014 | Hobart and William Smith [change term](#) [View Personal Data Summary](#)

Select display option: Show All Classes Show Enrolled Classes Only

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