

Campus Solutions

For Faculty: Viewing Other Faculty Schedules

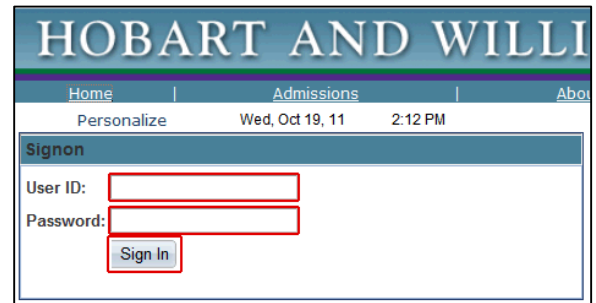
These instructions introduce you to the Faculty Center and highlight some of the features.

To view another person's faculty schedule:

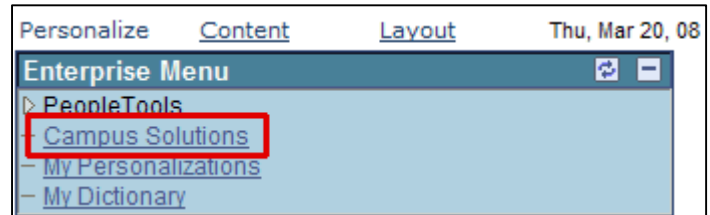
1. On the Registrar's web page, click the [HWS PeopleSoft Website](#) link



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



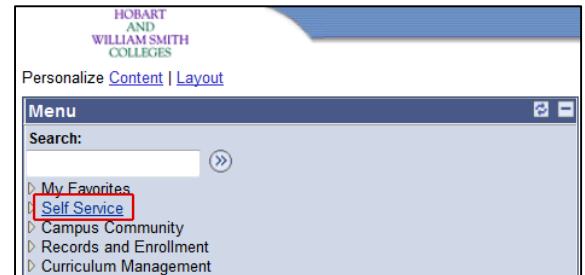
3. On the menu, click **Campus Solutions**



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.

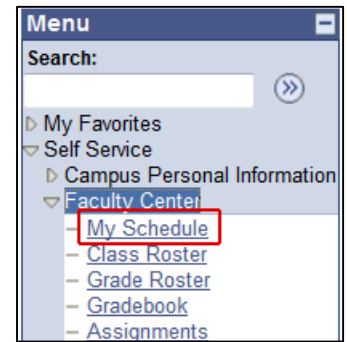


5. Click on **Faculty Center**



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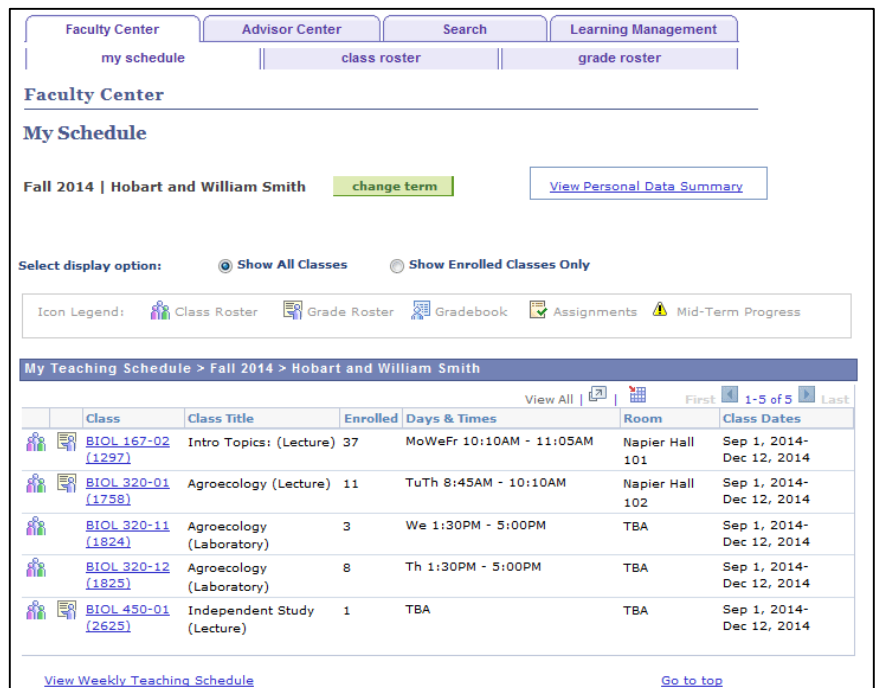
6. Click on My Schedule



The Faculty Center tabs display. Your schedule displays in the my schedule tab.

By default, your classes display for the current selected term.

You use the Search tab to search for contact information and schedules for other faculty members.



7. Click Search

You use the faculty search tab to search for contact information and schedules for other faculty.

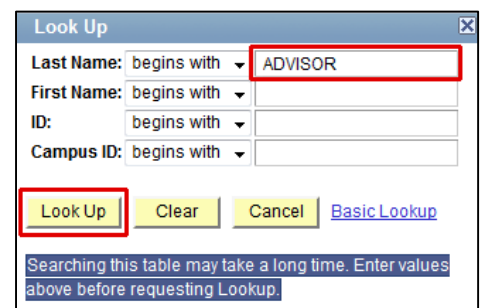


8. Click faculty search

9. On the Faculty Search page, click search by name

A pop-up page displays for entry of search criteria for faculty member(s). You can enter any combination of criteria in the fields.

10. Click Look Up



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11. In the search results, click the link of the **faculty member** desired

Search Results									
View All									First 1 of 1 Last
Last Name	First Name	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description
ADVISOR	GENEVA	99999999	Advisor, Geneva	Female	****/****	(blank)	*****	USA	SSN

The faculty member's schedule for the selected term displays, along with the faculty member's e-mail address.

Geneva Advisor

Email Address MMMMM@hvs.edu

Select term

Spring 2008

Geneva Advisor's Teaching Schedule - Spring 2008 > Hobart & William Smith				
Class	Class Title	Days & Times	Room	Class Dates
ENV 300-0001 (1314)	Senior Integrative Exp (Lecture)	0:00AM - 0:00AM	TBA	Jan 21, 2008 - May 14, 2008
HIST 151-0001 (1413)	Food Systems In History (Lecture)	TuTh 1:30PM - 2:55PM	Coxe 8	Jan 21, 2008 - May 14, 2008
HIST 394-0001 (1427)	Russia And Central Asia (Lecture)	TuTh 10:20AM - 11:45AM	Coxe 1	Jan 21, 2008 - May 14, 2008

You can view the specific class details for any of the faculty member's classes.

12. Click on the **class** link

The Class Details page for this class displays.

After reviewing the class details, return to your own schedule on the faculty center tab.

Class Details

HIST 151 - 0001 Food Systems in History
Hobart & William Smith | Spring 2008 | Lecture

[Return to Faculty Search](#)

Class Details			
Status	<input type="checkbox"/> Closed	Career	Undergraduate Degree
Class Number	1413	Dates	1/21/2008 - 5/14/2008
Session	Regular Academic Session	Grading	Student Option
Units	1 units		
Instruction Mode	In Person		
Class Components	Lecture	Required	

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 1:30PM - 2:55PM	Coxe 8	Geneva Advisor	01/21/2008 - 05/14/2008

Enrollment Information	
Enrollment Requirements	Prerequisite: First Year or Sophomore status or, History major or minor.
Class Attributes	Asian Stud Environmen

Class Availability			
Class Capacity	0	Wait List Capacity	0
Enrollment Total	39	Wait List Total	0
Available Seats	0		

13. At the bottom of the page, click **Faculty Center**

Description

This course traces the historical emergence of the contemporary world food system. Students briefly examine the transition from hunter-gathering to Neolithic village agriculture, the differentiation between steppe agriculture and steppe nomadism in ancient Eurasia and the medieval agricultural systems of East Europe and Asia. In the second half, students then treat development of the present-day global food system since 1500. An important course goal is to understand the meaning of changes in the food systems for individual lives. (McNally, offered alternate years)

[Return to Faculty Search](#)

[Faculty Center](#) [Class Search](#) [Browse Catalog](#) [Faculty Search](#) [Learning Management](#)

Your own teaching schedule returns.

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

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