Campus Solutions For Faculty: Viewing Other Faculty Members' Courses

Current term courses for other faculty members are available by searching in the Class Search section. Be sure to uncheck the filter Open Classes Only.

To view another person's courses for the current term:

1.	Go to the HWS PeopleSoft Website		Simply select from the list of PeopleSoft environments below and log in using your HWS credentials.			
2.	On the menu, click Campus Solutions			s soluti	IONS	
3.	Log in with your HWS username and password					
4.	On the Campus Solutions home page, click the tile Courses of Instruction				Courses of Instruction	
	The Class Search and Enroll page displays. The Class Search looks only at the current term.					
5.	On the Class Search page, click Additional ways to search				Class Search and Enroll	
	Fall 2024					
		Q Class Search		Search Fo	Search For Classes ()	
		Browse Course Catalog		Additional	Il ways to search	
6.	On the Additional ways to search modal, under Instructor Last Name enter the last name of the faculty member Available Subjects					
7.	Click Search or press [Enter]					
8.	On the search results, under the lefthand filter Class Status, uncheck Open Classes Only if it is checked					
	Removing this filter will add to the full or overloaded.	that ar	e	Class Status Closed Classes		
	The faculty member's course load for the current term displays.				Open Classes Only Wait List Classes Only	
	You can view the specific class details for any of the classes by clicking on the class row.					