

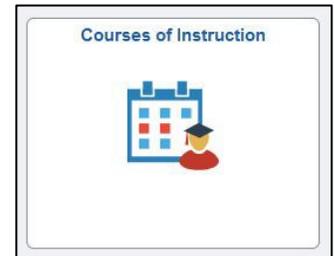
Campus Solutions

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.

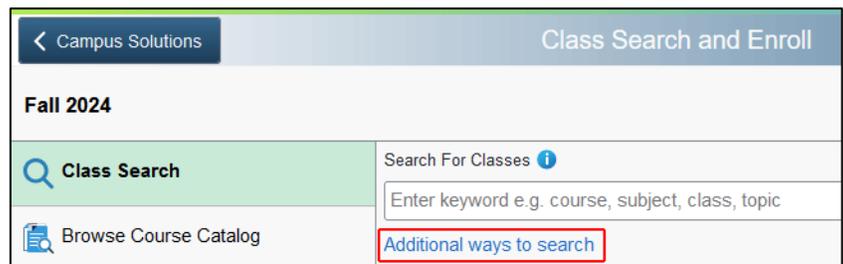
To view another person's courses for the current term:

1. Go to the [HWS PeopleSoft Website](#)
2. On the menu, click **Campus Solutions**
3. Log in with your **HWS username and password**
4. On the Campus Solutions home page, click the tile **Courses of Instruction**

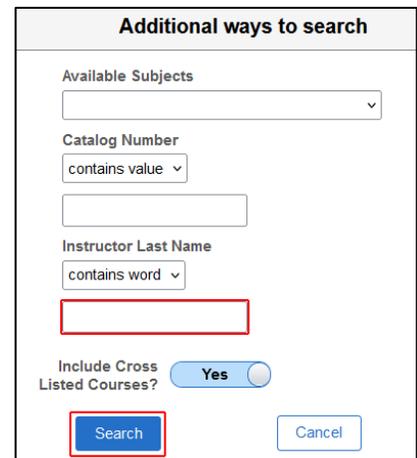


The Class Search and Enroll page displays. The Class Search looks only at the current term.

5. On the Class Search page, click **Additional ways to search**



6. On the Additional ways to search modal, under Instructor Last Name enter the **last name of the faculty member**
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 results any classes that are full or overloaded.

The faculty member's course load for the current term displays.

You can view the specific class details for any of the classes by clicking on the class row.

