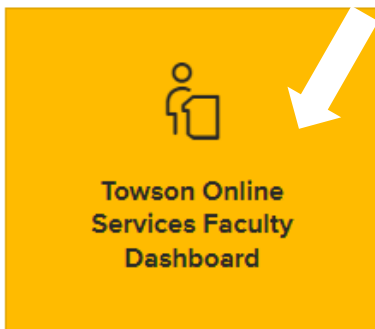


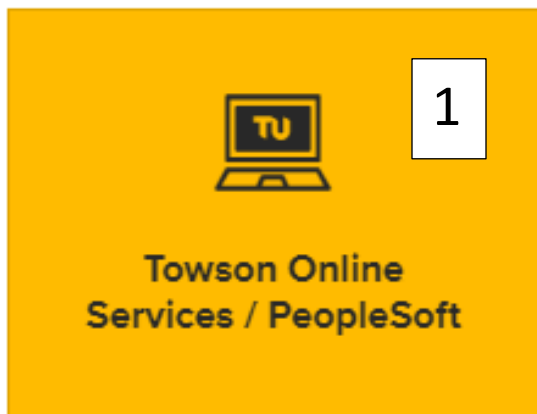
How to Log In, View your Schedule, & Access a Class Roster

Accessing the Dashboard

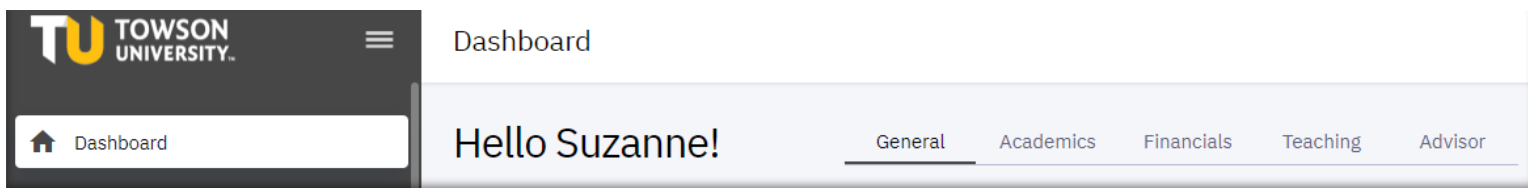
- + Go to mytu.towson.edu
- + Select the tile for **Towson Online Services Faculty Dashboard** (preferred).
 - Login with your NETID (your username) and password
 - This will take you directly to your Faculty Dashboard



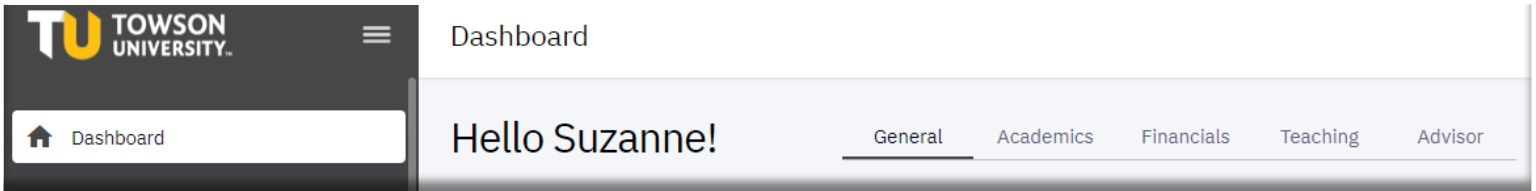
- + You can also select Towson Online Services/Peoplesoft. You will need to select the **Student & Faculty Dashboard** tab to access your Faculty Dashboard.
 - Login with your NETID (your username) and password



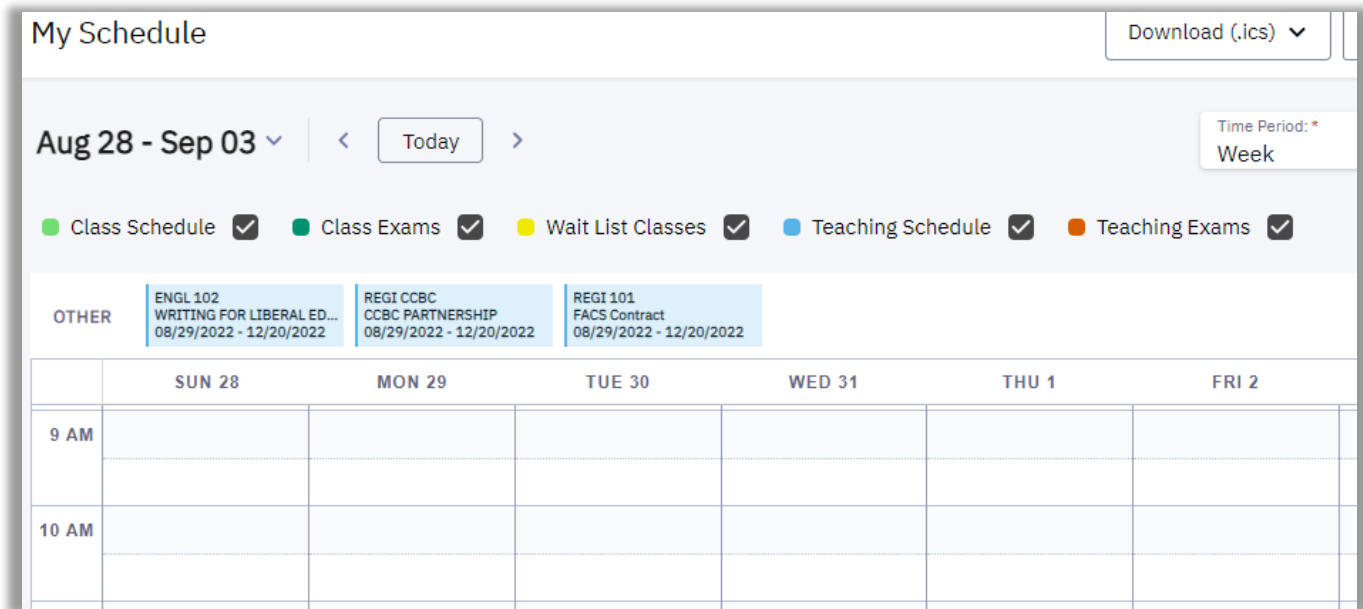
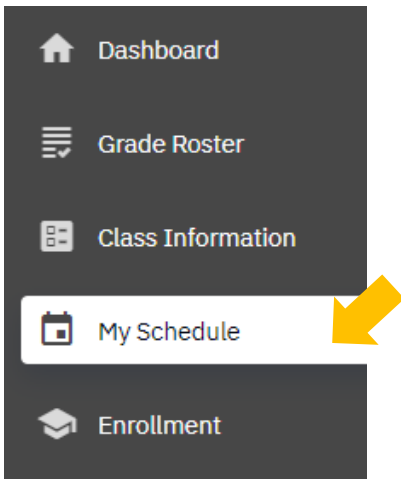
- + Your Faculty Dashboard should look like the image below.



FACULTY DASHBOARD



- + From the dashboard select “My Schedule” from the left menu bar
 - Change “today” to the first week of classes to view your schedule

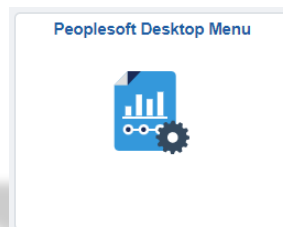


	SUN 28	MON 29	TUE 30	WED 31	THU 1	FRI 2
9 AM						
10 AM						

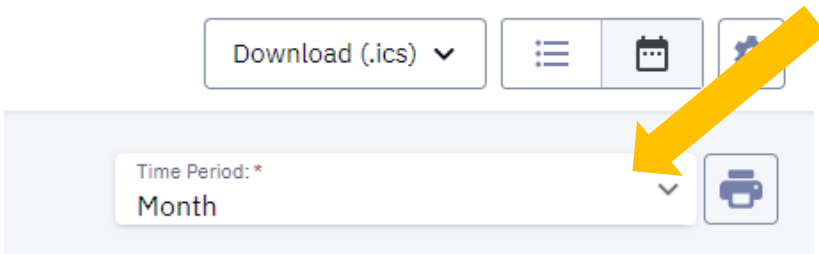


If you login to your MyTU page and get the icons below, please close the browser and try the steps above. The platform below is not maintained and not recommended.

Desktop Menu



- + The **Calendar view** can be changed to the **List view** by selecting the icon with the three bullet points in the top right corner of the My Schedule page



- + On the **List view** you will see the day you are teaching courses (i.e. a MW course will show up on Monday and Wednesday) under the “Teaching Schedule” tab.

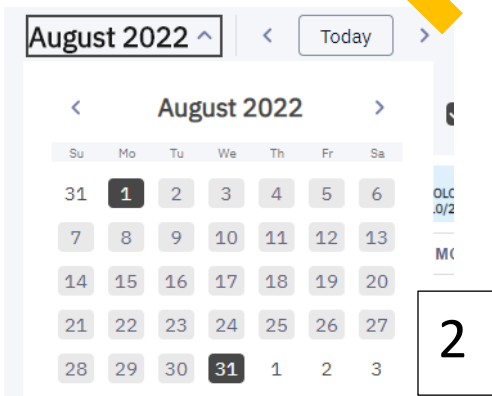
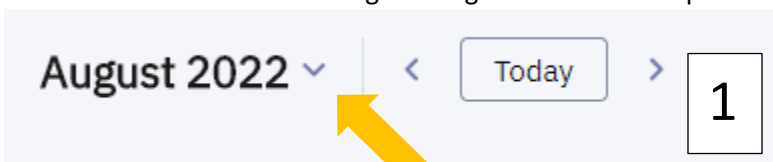
Monday	
CLASS	DESCRIPTION
> BIOL 120L 030-LAB (1437)	PRINCIPLES OF BIOLOGY [LAB]

Wednesday	
CLASS	DESCRIPTION
> BIOL 120L 030-LAB (1437)	PRINCIPLES OF BIOLOGY [LAB]

- + Asynchronous online classes will show up as “Other” at the top of the screen instead of under the assigned day of the week.


OTHER	ENGL 102 WRITING FOR LIBERAL ED... 08/30/2021 - 12/21/2021	REGI CCBC CCBC PARTNERSHIP 08/30/2021 - 12/21/2021	REGI 101 FACS Contract 08/30/2021 - 12/21/2021

- + The dates can be changed using the Calendar drop-down option at the top left of the My Schedule view

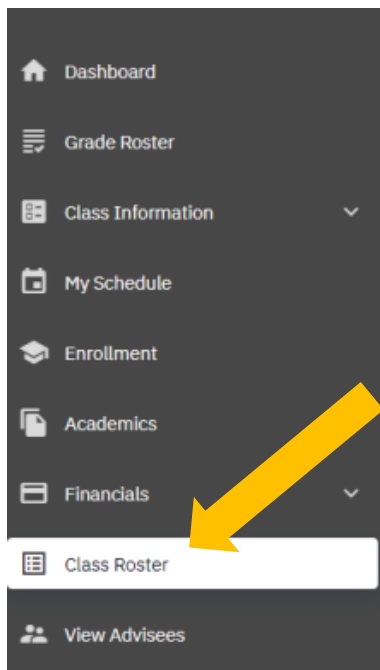


CLASS DETAILS

- + On your My Schedule page, click on the “list view.” Next to the class you will see a small arrow, click on the arrow to expand the class information page. By expanding the course, you will see details of the course such as session, how many units, pre-requisites, class attributes, dates, location, etc.

CLASS	DESCRIPTION	INSTRUCTOR	START	END	DATES	ROOM
 BIOL 120L BIOL 120L-LAB (1437)	PRINCIPLES OF BIOLOGY [LAB]	Joe Dusel	12:30 pm	3:00 pm	07/07 - 08/10	BIOL Excl Teaching Lab
INFORMATION		DETAILS				
Class Number:	1437	Instructor:	Joe Dusel			
Career:	Undergraduate	Dates:	07/07/2022 - 08/10/2022			
Session:	Five Week - 2nd	Meets:	MoWe 12:30pm - 3:00pm			
Units:	1 units	Room:	SC3123			
Grading:	UNDERGRADUATE GRADING	Topic:	-			
Description:	Biological principles common to plants and animals. Topics include scientific investigation, genetics, evolution and ecology. Not for credit toward Biology major or minor. Not open to those who have successfully completed BIOL 110, 115, 201 or BIOL 200/ BIOL 200L. Corequisite: BIOL 120 (lecture). Successful completion of both satisfies. Core: Lab and Non-Lab Sciences. Lab/Class fee will be assessed.	Campus:	Main Academic Campus			
Enrollment Requirements:	BIOL120L requires BIOL 120 (lecture section) be taken concurrently. Withdrawal from either Lec or Lab is possible only after Change of Schedule.	Location:	On Campus			
Class Attributes:	Core Category 7: Bio & Physical Sci (Lab only) Core Category 8: Bio & Physical Sci(Lab & Non-Lab) Group II.A Scientific Inquiry	Components:	Laboratory Required			

- + To access the class roster for each course, click on “Class Roster” on the menu to the left of the screen.



- + Make sure the appropriate semester is selected in the Term drop-down box in the upper left corner.

Class Roster

Term: Summer 2022

CLASS	DESCRIPTION
> BIOL 120 325-LEC (2153)	PRINCIPLES OF BIOLC

- + Next select “view students” to the left of the course you want to access. You can filter the list between enrolled, waitlisted, and dropped. The student view will provide information on each student enrolled including picture, TU ID, program of study, and phone number. You can print or download the roster by clicking on either icon in the upper right corner.

BIOL 120 325-LEC (2153) PRINCIPLES OF BIOLOGY [LEC] 13 View Students

Status: Enrolled

STUDENT	GRADUATION BASIS	PROGRAM	PLAN	LEVEL
> [Redacted]	Undergraduate	Bachelor of Science	Accounting	Junior
> [Redacted]	Undergraduate	Bachelor of Science	Mass Communication	Sophomore
> [Redacted]	Undergraduate	Bachelor of Science	Sport Management / Business Administration	Sophomore

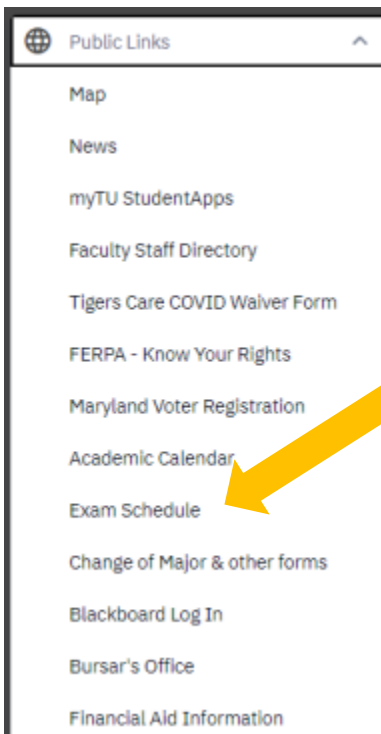
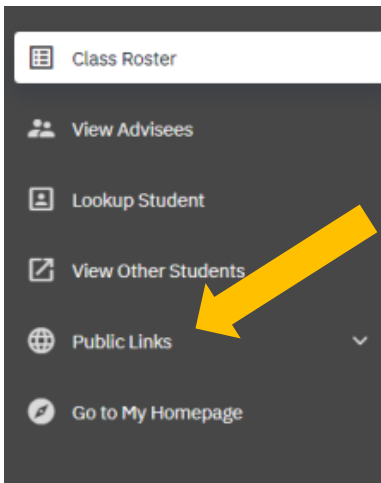
- + You can send an individual email by clicking on each student’s name or you can email the entire class roster by selecting the email icon in the upper right corner. You can also select specific students to email by click on the check box next to their name and then choose “selected” from the email drop down menu. If you choose to email a few students at a time, make sure you select the students using the check box before selecting the email icon.

Download Print Email Enrolled

UNITS	STATUS	
3	Enrolled	<input type="checkbox"/>
3	Enrolled	<input type="checkbox"/>
3	Enrolled	<input type="checkbox"/>
3	Enrolled	<input type="checkbox"/>
3	Enrolled	<input type="checkbox"/>

FINAL EXAMS

- + To view the university final exam schedule, click on the link to “Public Links” option on the menu to the left of the screen. From the drop-down menu, select “Exam Schedule”



- + The final exam link will take you to the University Registrar’s Final Exam Schedule website. The link to the grading memo is at the top of the page. Scroll down to find the Exam Matrix.

EXAM MATRIX

- + To read the final exam matrix each semester, find your class day and time. For example: if your class meets T/Th from 9:30-10:45, your exam will be held on the day and time listed. In the example below, the exam would be held December 15th from 8-10am in the regularly scheduled classroom.
- + Grades must be posted in PeopleSoft and are due 3 days after the last day of final exams.

EXAM HOURS	DECEMBER 14 (WEDNESDAY)	DECEMBER 15 (THURSDAY)	DECEMBER 16 (FRIDAY)	DECEMBER 19 (MONDAY)	DECEMBER 20 (TUESDAY)
8-10 a.m.	MWF 9-9:50 a.m.	T/Th 9:30-10:45 a.m.	MWF 8-8:50 a.m.	MWF 10-10:50 a.m.	T/Th 8-9:15 a.m.
10:15 a.m.-12:15 p.m.	FREE	T/Th 11 a.m.-12:15 p.m.	MWF 12-12:50 p.m.	MWF 11-11:50 a.m.	FREE
12:30-2:30 p.m.	MWF 1-1:50 p.m.	FREE	MW 12:30-1:45 p.m.	FREE	T/Th 12:30-1:45 p.m.
3-5 p.m.	F 2-4:45 p.m.	T/Th 2-3:15 p.m.	MW 3:30-4:45 p.m.	MW 2-3:15 p.m.	T/Th 3:30-4:45 p.m.

5:15-7:15 p.m. - Classes with a start time between 4-5:30 p.m. meet on their regularly scheduled evening at 5:15 p.m.

7:30-9:30 p.m. - Classes with a start time of 6 p.m. or later meet on their regularly scheduled evening at 7:30 p.m.

- + **Off Matrix Classes** are classes that do not fit within the normal exam matrix above. For example: if your class meets T or Th 1:00-3:40pm (one day a week), you will use the exam period for T/Th from 12:30-1:45. The exam will be December 20th from 12:30-2:30pm in the regularly schedule classroom.

EXAM HOURS	DECEMBER 14 (WEDNESDAY)	DECEMBER 15 (THURSDAY)	DECEMBER 16 (FRIDAY)	DECEMBER 19 (MONDAY)	DECEMBER 20 (TUESDAY)
8-10 a.m.	MWF 9-9:50 a.m.	T/Th 9:30-10:45 a.m.	MWF 8-8:50 a.m.	MWF 10-10:50 a.m.	T/Th 8-9:15 a.m.
10:15 a.m.-12:15 p.m.	FREE	T/Th 11 a.m.-12:15 p.m.	MWF 12-12:50 p.m.	MWF 11-11:50 a.m.	FREE
12:30-2:30 p.m.	MWF 1-1:50 p.m.	FREE	MW 12:30-1:45 p.m.	FREE	T/Th 12:30-1:45 p.m.
3-5 p.m.	F 2-4:45 p.m.	T/Th 2-3:15 p.m.	MW 3:30-4:45 p.m.	MW 2-3:15 p.m.	T/Th 3:30-4:45 p.m.

If you have questions about your Final Exam, or you are concerned about a possible conflict (especially if your class is off matrix), contact your department administrative assistant.

CHANGE OF SCHEDULE

- + Students have approximately 10 days after the first day of class to change their schedule by adding or dropping courses without a W (withdrawal) grade. Please double-check your **Class Roster** after the change of schedule period ends since students may have added or dropped your class.
- + If a student is not on your class roster, they cannot attend the course. Students must be officially registered and on the class roster to attend. If a student wants to add the course after the change of schedule period, contact your department administrative assistant and the Registrar's Office as soon as possible.

Grades: FX and Incomplete

- + A grade memo will be emailed from the Registrar's office after grade rosters are created. Grade rosters are created after the last day to withdrawal from the semester.

The grade of **FX** should be given if a student never attends or stops attending prior to the withdrawal deadline. If the student attends after the withdrawal deadline, they should be given the grade that was earned.

An **Incomplete** should be given only if the student has an emergency or unforeseeable circumstance occur after the withdrawal deadline and is able to provide documentation to the faculty member. Faculty should remember that for any Incomplete that they give, they should create an agreement with the student as to when the final work is expected. While the university allows up to 180 days for an Incomplete before it lapses to an F grade, the faculty member has the authority to determine the appropriate deadline prior to that cutoff.

Questions?

For questions about your **NetID**, your **class schedule**, or a **class roster**, contact the Administrative Assistant from your Academic Department.

For questions about your Towson University **account**, **logging in**, or **re-setting** your password, contact the Office of Technology Services [OTS] Help Center at 410-704-5151. OR you can submit an **online request** at the Faculty Staff Help Center web page to the **TechHelp Client Portal** - <https://techhelp.towson.edu/TDClient/1879/Portal/Home>

For any questions in regards **university faculty and academic policies**, please consult your faculty handbook: <https://www.towson.edu/provost/academicresources/handbook.html>

