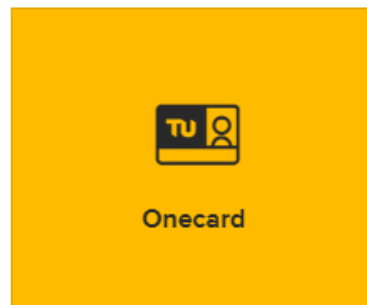
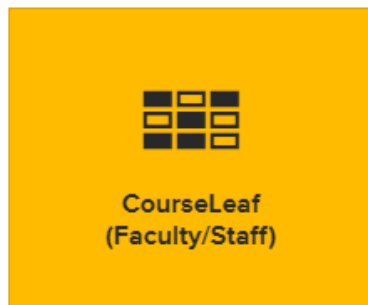
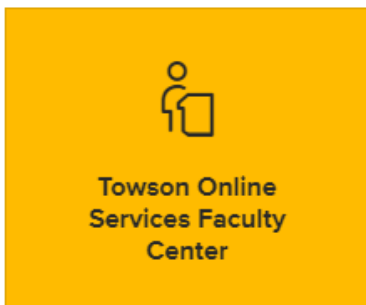
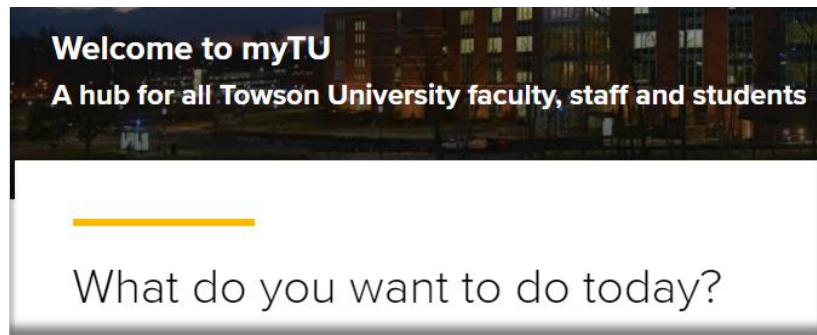


TOWSON ONLINE SERVICES

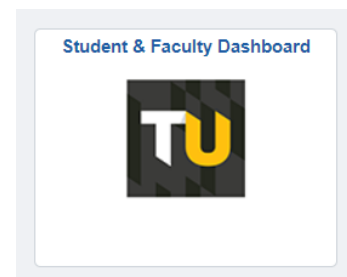
USING THE FACULTY CENTER: How to Log in, View your Schedule, & Access a Class Roster

+ Go to mytu.towson.edu.

Select the tile for **Towson Online Services Faculty Center**.

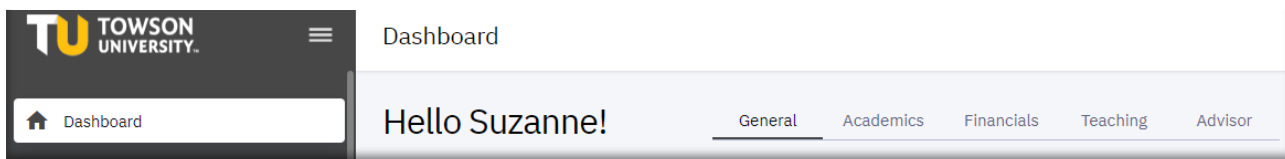


You may be taken to a screen to select Faculty Dashboard to log in.



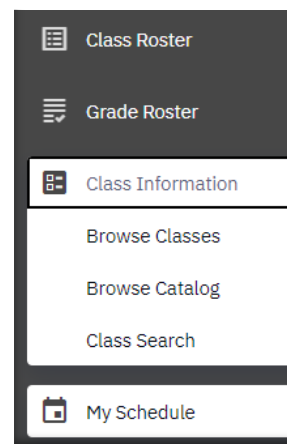
+ Log in with your **NetID** [your username] and **Password**.

+ You will be in your Faculty Center Dashboard.



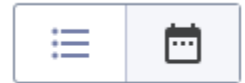
Notice the available **links**:

- Class Roster
- Grade Roster
- Class Information
- With Browse Catalog and Class Search
- My Schedule



From the left menu, select **My Schedule**.

You should be viewing your weekly schedule. Change from “Today” to the first week of classes. You can change from Calendar View to List View. You might prefer this if you teach asynchronous online classes.

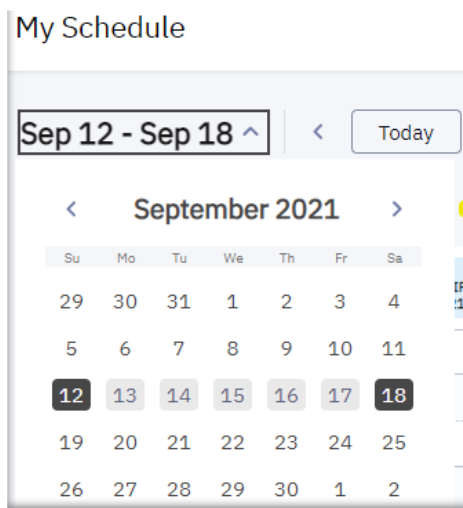


If you do not see classes you are expecting to see in your “My Schedule” tab, it may be because the contract is not completed. You will be assigned to your classes and you can view your classes once the department issues your contract and it is approved for that class.

	SUN 29	MON 30	TUE 31	WED 1	THU 2	FRI 3
9 AM						
10 AM		ART 211 DRAWING: OBSERVATION/INVENTI ON 08/30/2021 - 12/21/2021	ART 106 DRAWING FOR NON-ART MAJORS 08/30/2021 - 12/21/2021			
11 AM						

Asynchronous online classes will show up like this:

	SUN 29	MON 30	TUE 31	WED 1
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	



You can change the dates using the Calendar dropdown tool.

- + Under My Schedule, go to the list of classes you are teaching for Fall 2021.
- + Click on the link on the Class to see **Class Information** like class notes, course description, and prerequisites.

Section:	900-LEC (4172)
Session:	Regular Academic Session
Class Number:	4172
Career:	Undergraduate
Session:	Regular Academic Session
Units:	3 units
Grading:	UNDERGRADUATE GRADING
Description:	Development of strategies for writing expository and analytical reading. Intellectually challenging activities and student-teacher interaction emphasizing and active learning. Not open to those who have completed ENGL 190. Requires grade of C or better for requirement. Core: English Composition.
Enrollment Requirements:	ENGL102 requires permission for non-native speakers. Contact Jennifer Mott-Smith, the ESOL Coordinator (jmottsmith@towson.edu) in order to register.
Class Attributes:	Core Category 2: English Composition Group I.A. Writing for a Liberal Education
Class Notes:	Class activities will occur online.

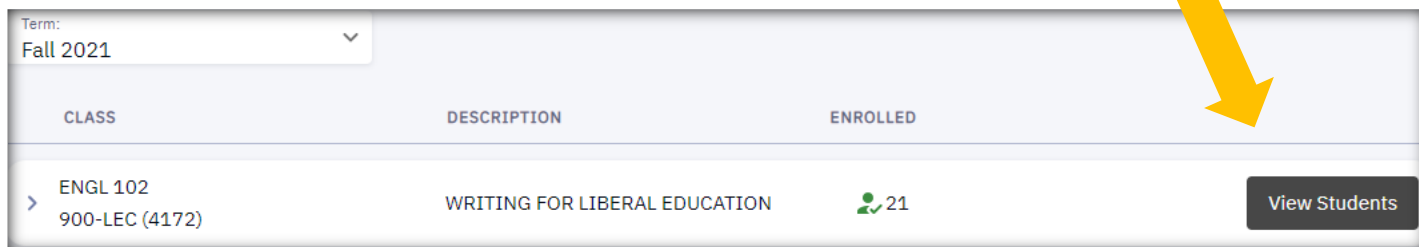
Class Details

Under "Details" you can view class information such as Instruction Mode, Meeting Day/Time and Classroom, Wait List, Enrollment Total, and Available Seats.

DETAILS	
Instructor:	Suzanne M. Hill
Dates:	08/30/2021 - 12/21/2021
Meets:	-
Instruction Mode:	Online
Room:	ONLINE
Campus:	Online Campus
Location:	Towson University
Components:	Lecture Required
TEXTBOOKS	
Textbooks to be determined	
AVAILABILITY	
Status:	Wait List
Seats Open:	0/21
Wait List Open:	4/4

Class Roster



The class roster is viewable by clicking on the link named Class Roster. Select View Students.



Term: Fall 2021

CLASS	DESCRIPTION	ENROLLED	
> ENGL 102 900-LEC (4172)	WRITING FOR LIBERAL EDUCATION	21	View Students


+ You can now see the student list.
You will also be able to view their photos.

STUDENT	PROGRAM	PLAN	LEVEL	UNITS
>  [Redacted]	Bachelor of Science	Pre-Nursing	Sophomore	3
> T [Redacted]	Bachelor of Science	Interdisciplinary Studies	Freshman	3
> N [Redacted]	Bachelor of Science	Psychology	Junior	3
>  [Redacted]	Bachelor of Science	Psychology / Family Studies	Junior	3

Click on the link to a student's name for mailing address and phone number.

You can print the Class Roster list, and you can email all students currently enrolled.

Status: Enrolled

 [Email Enrolled](#)

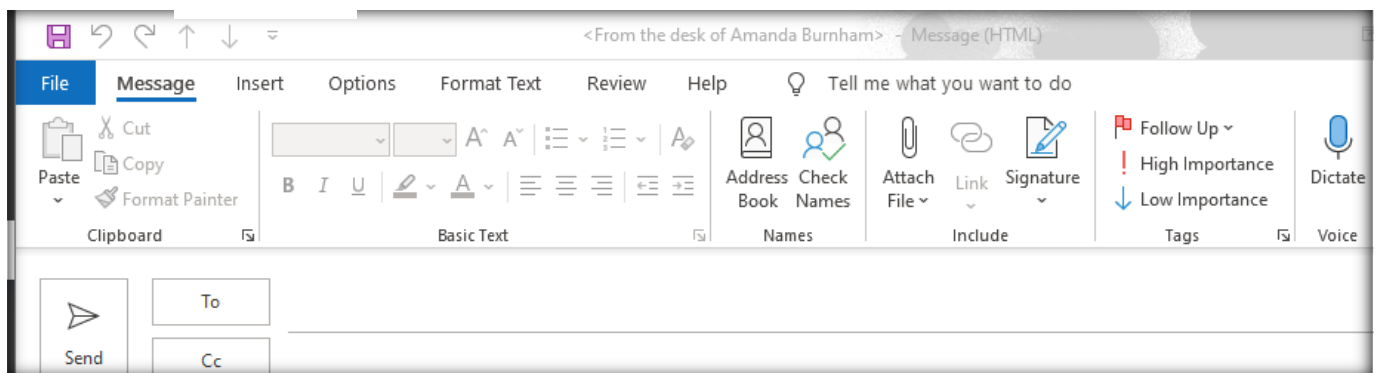
Emailing Your Students

+ To email the students on your class roster, click on Email “**Enrolled**” Students at the top right:

Or select the students you wish to email, and click on Email “**Selected**” Students.

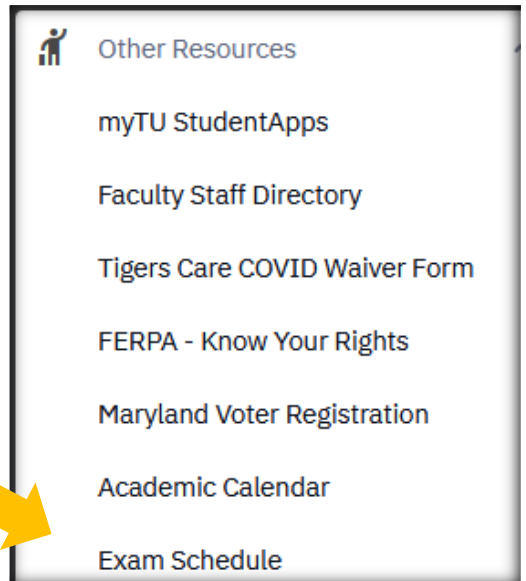


+ You will be taken to this page where you can type your message and send it via Outlook.



Final Exams

+ To view the university Final Exam Schedule, click on the link to **Other Resources** and “Exam Schedule.”



+ Look up the day/time of your class to view the day and time of your class’s Final Exam during exam week. For instance, if your class regularly meeting Tuesdays and Thursdays 9:30-10:45am, then your final exam will be held on Thursday, December 16 at 8:00-10:00am. It will be held in your regularly-scheduled classroom. Synchronous online classes should also follow this schedule.

This is the matrix for Fall 2021:

EXAM HOURS	DECEMBER 15 (WEDNESDAY)	DECEMBER 16 (THURSDAY)	DECEMBER 17 (FRIDAY)	DECEMBER 20 (MONDAY)	DECEMBER 21 (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.	FREE	MWF 11-11:50 a.m.	FREE
12:30-2:30 p.m.	MW 12:30-1:45 p.m.	FREE	MWF 12-12:50 p.m.	MWF 1-1:50 p.m.	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.

The Final Exam schedule also applies to evening classes:

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.

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.

After Change of Schedule

After the Change of Schedule period [*when students can no longer add courses and can no longer drop courses without receiving a W on their transcripts*], please double-check your **Class Roster** again since students may have added or dropped your class.

Please avoid having students attend your class all semester long if they are not on your Class Roster. If a student is sitting in your class who is **NOT** on your Class Roster, **please notify the student**. Also notify your department administrative assistant and the Registrar's Office. It is best to address this issue as soon as possible.

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/helpdesk/WebObjects/Helpdesk.woa>

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

