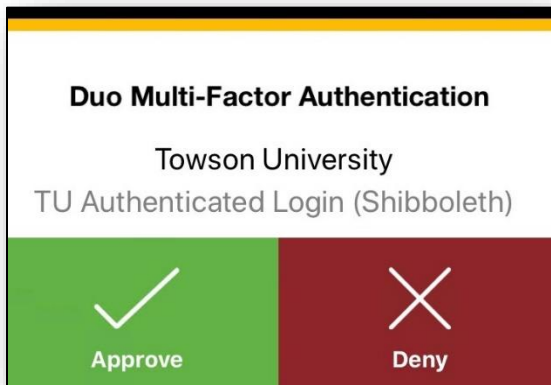
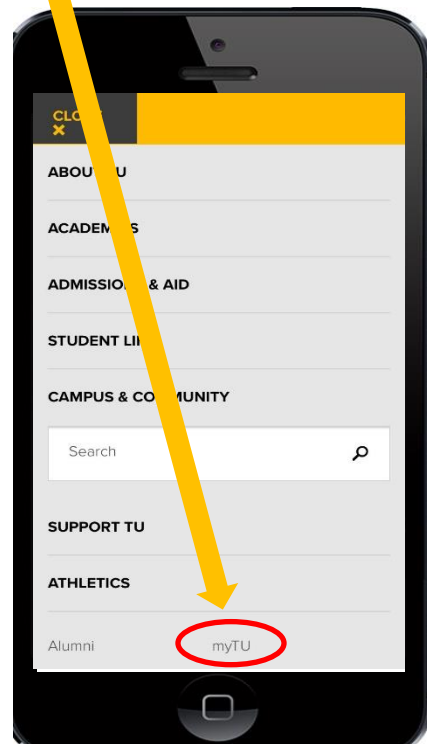
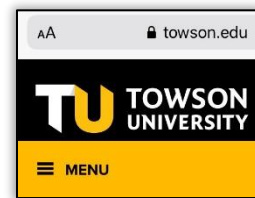


PEOPLESOFT ONLINE SERVICES

USING THE FACULTY CENTER ON TOWSON ONLINE SERVICES MOBILE:
How to Log in, View your Schedule, & Download a Class Roster, Email Students, and More.

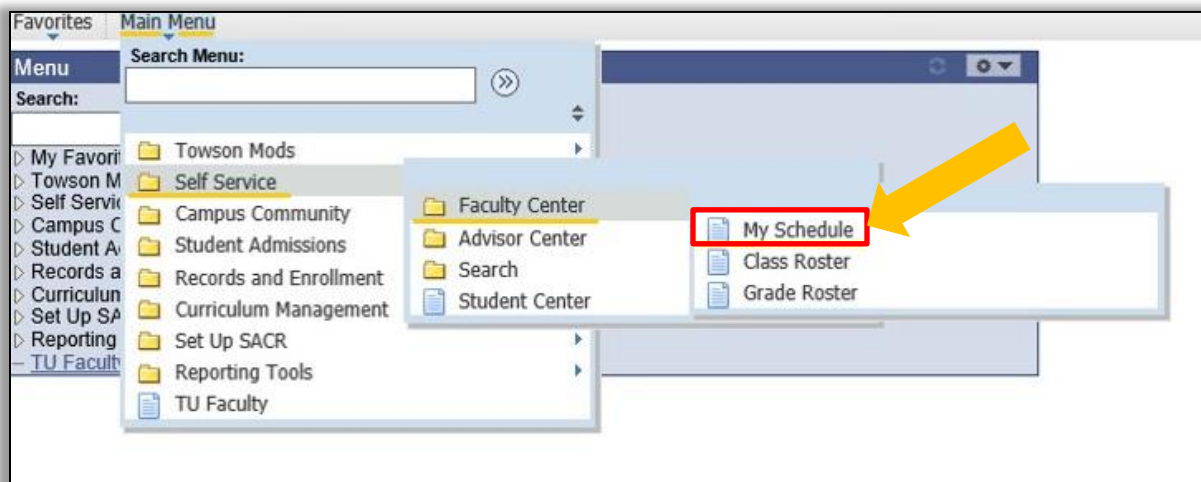
Logging into Towson Online Services Mobile

- + In the browser of your mobile device, type: www.towson.edu.
 (There is no app to download.)
- + Choose the menu button (*the three lines at the top left*) and then scroll down and click on **My TU**.
- + Click **Sign In** and then log in with your **NetID** and **Password**.
- + You will be prompted to verify your login with **Duo Multi-Factor Authentication**.



Viewing your Schedule

- + From the main **People Soft** screen, click on **Main Menu** then **Self Service** then **Faculty Center** and finally on **My Schedule**



- + Look around and make sure you are in the correct **term** / select the **change term** button if needed.

Make sure you are in the correct term. If not, use the green Change Term button.

Notice the 5 tabs available to you:

- My Schedule
- Class Roster
- Grade Roster
- Class/ Catalog Search
- Advisor Center

The Select Term screen will show all of the terms you may have taught / will be teaching.

Faculty Center
my schedule

Advisor Center
class roster

Class/Catalog Search
grade roster

Faculty Center
My Schedule

Spring 2019 | Towson University

change term

My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Class Roster Grade Roster

My Teaching Schedule > Spring 2019 > Towson University

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|-------------------------------------|--------------------------------------|----------|------------------------|--------|----------------------------|
| ENGL 102-001 (1101) | WRITING FOR LIBERAL EDUCAT (Lecture) | 0 | MoWeFr 8:00AM - 8:50AM | LA5314 | Jan 28, 2019- May 21, 2019 |
| ENGL 102-003 (1102) | WRITING FOR LIBERAL EDUCAT (Lecture) | 0 | MoWeFr 9:00AM - 9:50AM | LA4314 | Jan 28, 2019- May 21, 2019 |

View Weekly Teaching Schedule

Go to top

Faculty Center
Select Term

View FERPA Statement

CONTINUE

Select a term then select Continue.

| Term | Institution |
|--|-------------------|
| <input type="radio"/> Spring 2019 | Towson University |
| <input type="radio"/> Fall 2014 | Towson University |
| <input type="radio"/> Spring 2004 | Towson University |
| <input checked="" type="radio"/> Mini 2004 | Towson University |
| <input type="radio"/> Fall 2003 | Towson University |

CONTINUE

- + From the **My Schedule** tab there is a blue bar halfway down the page named **My Teaching Schedule**. There will be a list of classes you are teaching, the title, how many students are enrolled, days and times, as well as what room the course will be meeting in.
- + You can click on the blue class link (Ex. [ENGL 102-001](#)) to see the **Class Detail**.

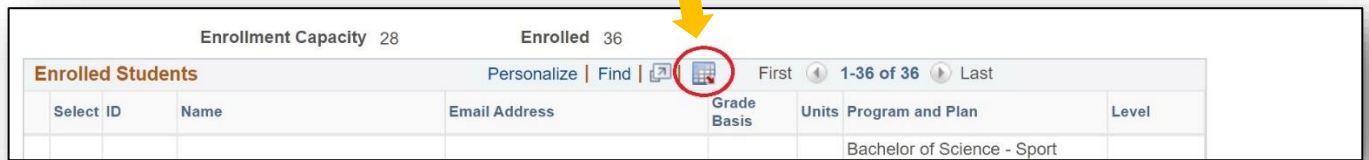
Viewing a Class Roster

- + To view your class roster, **repeat** the steps from pages 1 and 2 and then click on **My Schedule**.
- + Next to each class you should see the class roster icon:
- + Click the icon next to the class you would like to view the roster for.

My Teaching Schedule > Fall 2017 > Towson University

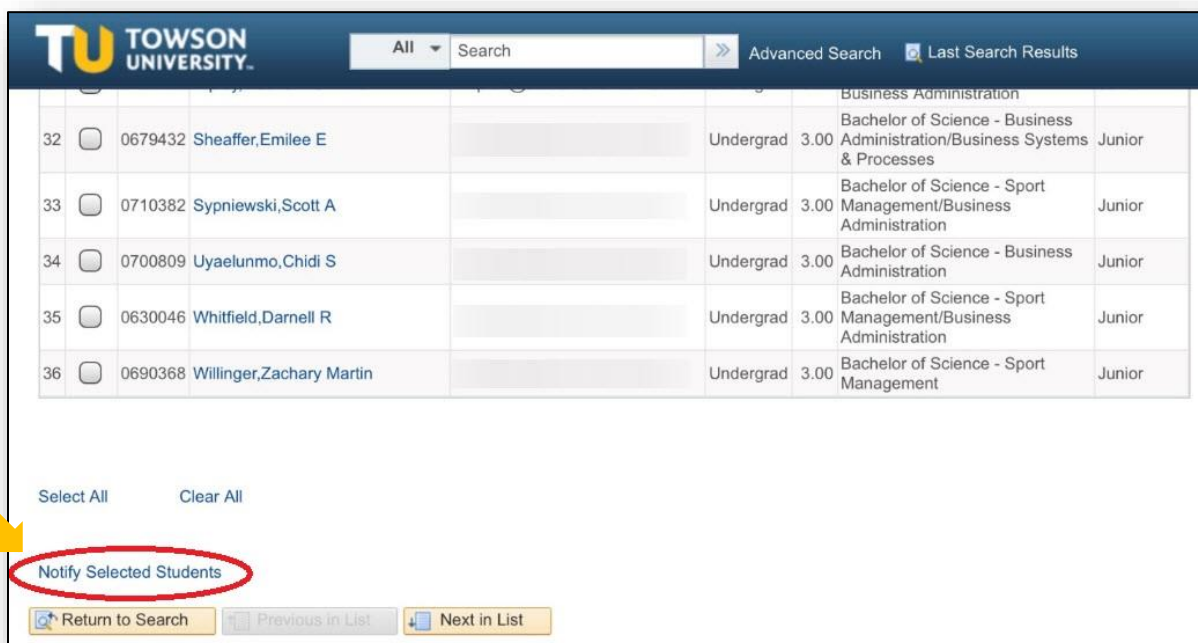
| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|-------------------------------------|--------------------------------------|----------|------------------------|--------|----------------------------|
| ENGL 102-001 (1101) | WRITING FOR LIBERAL EDUCAT (Lecture) | 7 | MoWeFr 8:00AM - 8:50AM | LA5314 | Jan 28, 2019- May 21, 2019 |
| ENGL 102-003 (1102) | WRITING FOR LIBERAL EDUCAT (Lecture) | 1 | MoWeFr 9:00AM - 9:50AM | LA4314 | Jan 28, 2019- May 21, 2019 |

- + You will then see a list of students IDs, names and emails. You can download the list from this page by clicking the **Icon** that looks like a grid with a little red arrow (it will make the list an Excel spreadsheet).




Emailing Your Students

- + From a specific class roster, click the link at the bottom that says **Notify Selected Students**. There is also a clickable, **Select All** link, if you need to send an announcement to the whole class.



- + You will reach a page where you can type a message, but to add an attachment you will have to send the message from outlook.
- + Edit the email subject below the student emails.
- + To send a class a message from outlook use the following convention:
Example: 1204ENGL102001@towson.edu

4 digit term code  catalog number and section
Subject

- With no periods, spaces or underscores.

Viewing Final Exams Times

- + From the **My Schedule** page, click the link beside the **change term** button that says **My Exam Schedule**.



- + Look up the day / time of your class and scroll down the page to find it in the table or at the bottom of the page if your class is an evening course. Below is an example from a Fall semester.

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

- + **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 a student attend your class all semester long if the student is 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.

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 regarding **university academic policies**, please consult your faculty handbook:

<https://www.towson.edu/provost/academicresources/handbook.html>

