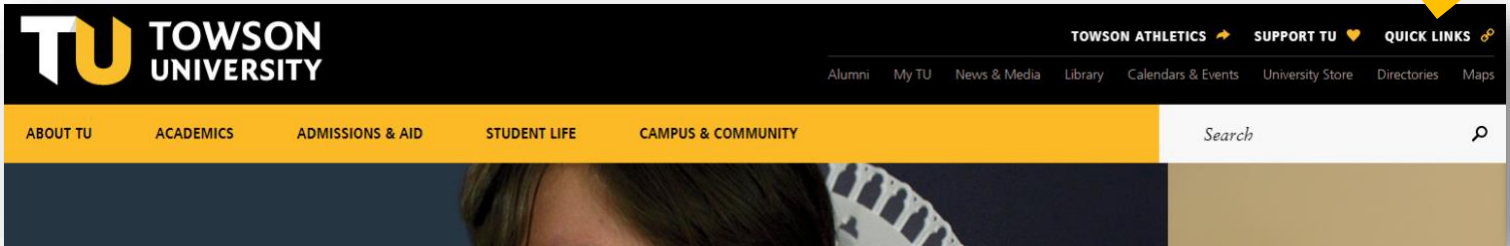


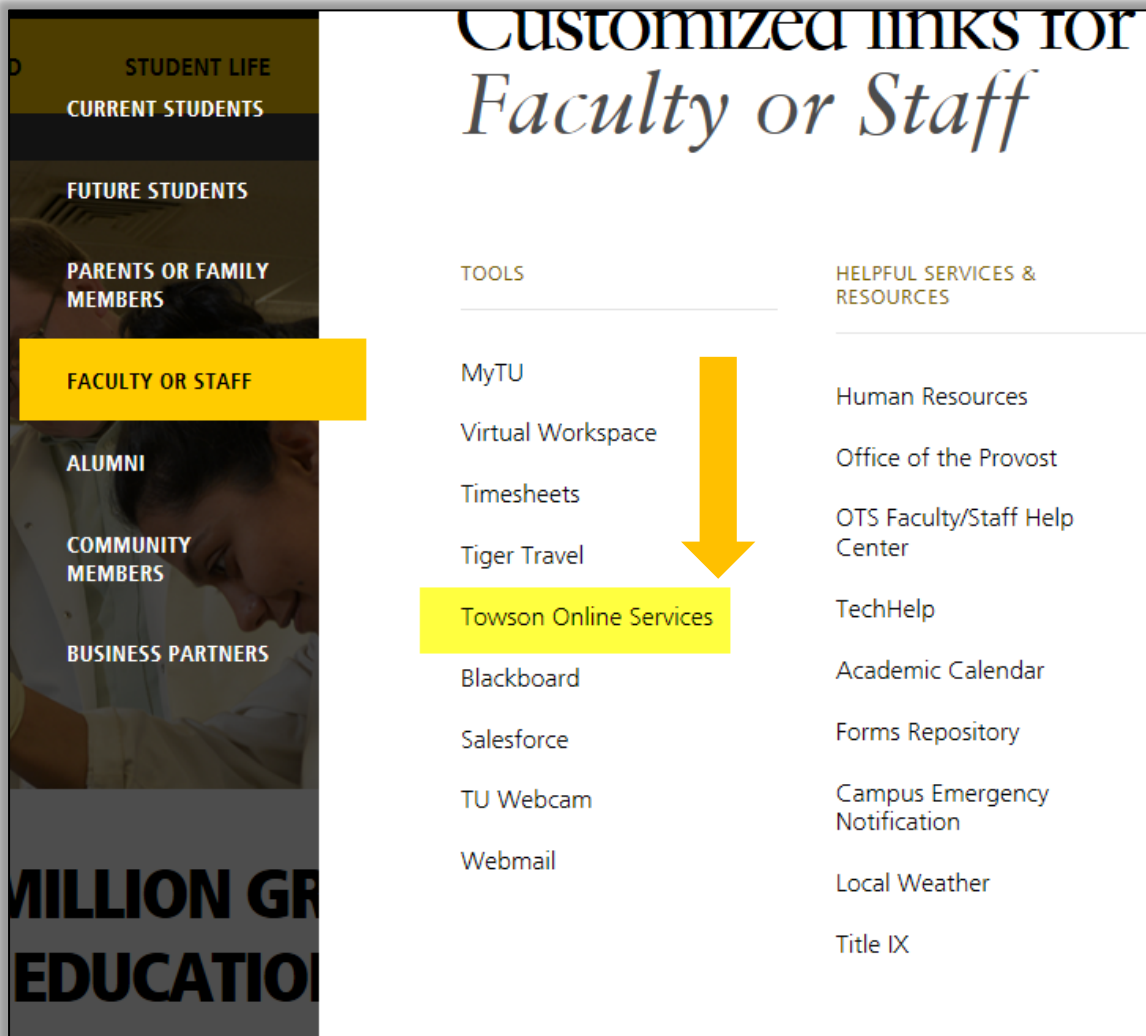
# PEOPLESOFT ONLINE SERVICES

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

+ Go to [www.towson.edu](http://www.towson.edu); Click on **Quick Links**



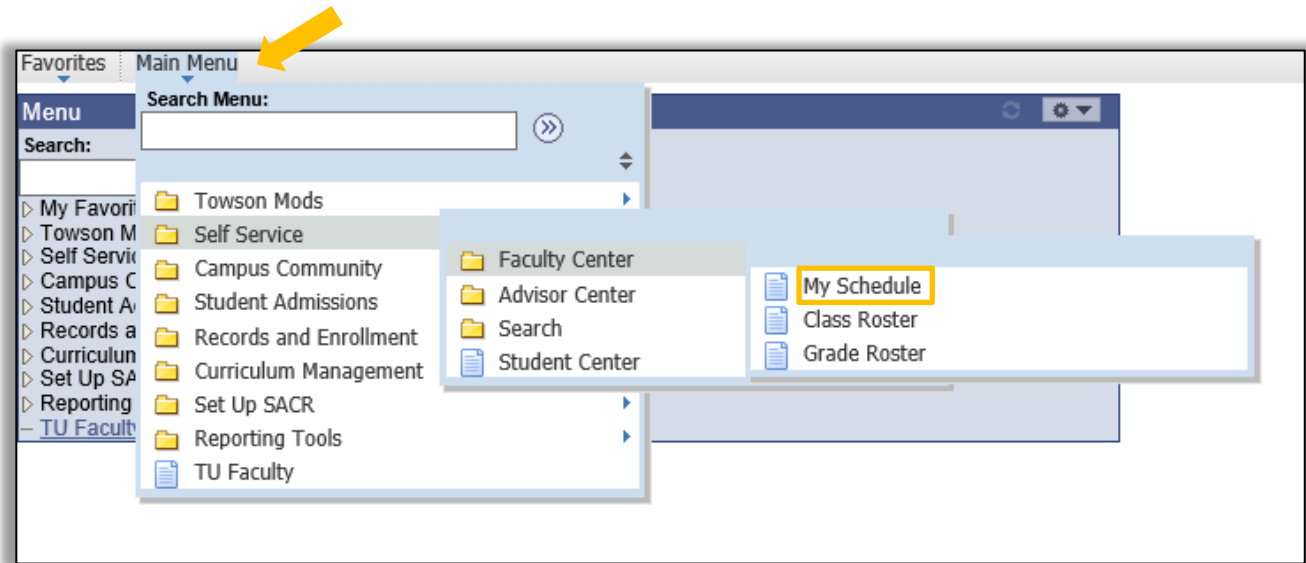
+ Then click on **Towson Online Services**



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

+ Click on **Main Menu > Self Service > Faculty Center > My Schedule**

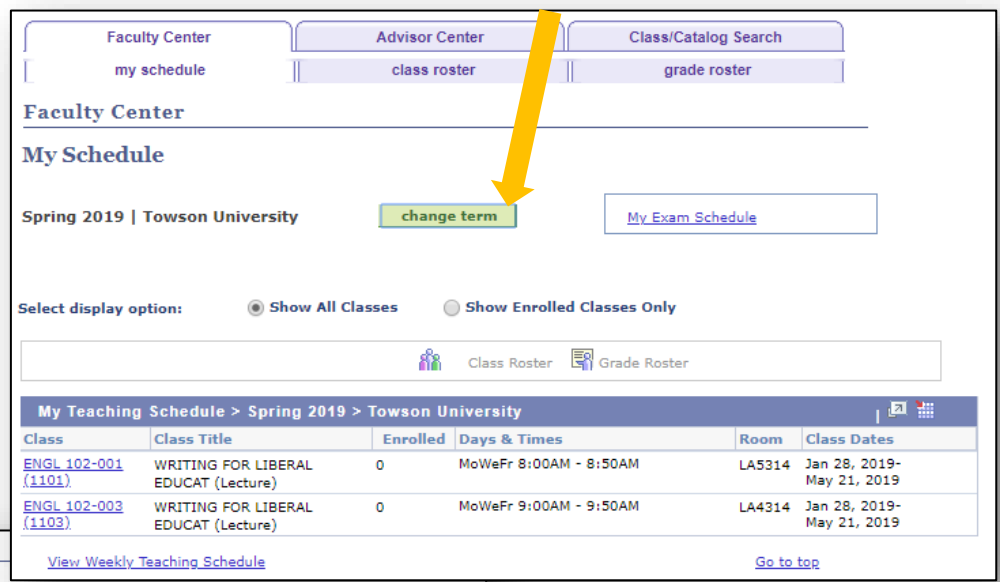
If you do not see classes you are expecting to see in your “my schedule” tab, it may be because the contract is not completed. You will be assigned to your classes and you can view your classes once the department issues and approves your contract for that class.



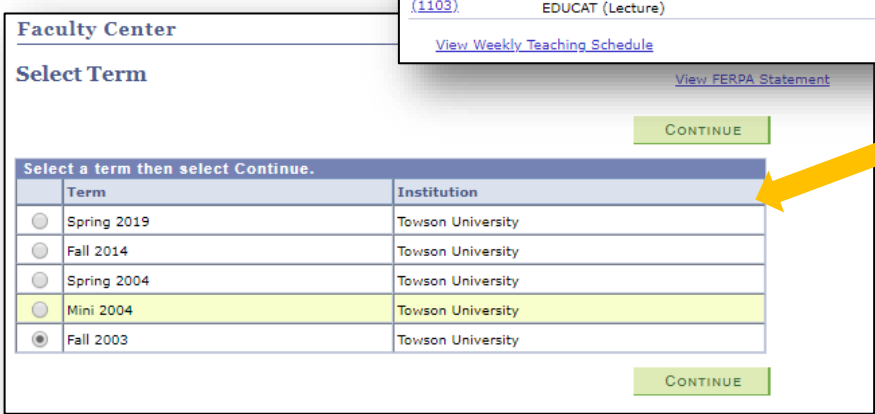
Make sure you are in the correct term. If not, use the green **Change Term** button.

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.



See the blue bar halfway down the page named **My Teaching Schedule**. There will be a listing of the classes you are teaching. You will see the Class and Class Title, and how many students are enrolled. You can view the Days & Times your class is offered and the Room in which it will be held. You can also see the dates your class is offered.

+ Click on the link on the Class to see **Class Detail**.

**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
<a href="#">ENGL 102-001 (1101)</a>	WRITING FOR LIBERAL EDUCAT (Lecture)	0	MoWeFr 8:00AM - 8:50AM	LA5314	Jan 28, 2019- May 21, 2019
<a href="#">ENGL 102-003 (1103)</a>	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

## Class Detail

Here you can view all class details such as Units, Meeting Day/Time and Classroom, Wait List, Enrollment Requirements, Class Attributes, Enrollment Total, Available Seats, Class Notes, and Catalog Description.

**ENGL 102 - 001 WRITING FOR A LIBERAL EDUCATION**  
Towson University | Spring 2019 | Lecture

**Class Details**

<b>Status</b>	Open	<b>Career</b>	Undergraduate
<b>Class Number</b>	1101	<b>Dates</b>	1/28/2019 - 5/21/2019
<b>Session</b>	Regular Academic Session	<b>Grading</b>	UNDERGRADUATE GRADING
<b>Units</b>	3 units	<b>Location</b>	On Campus
<b>Class Components</b>	Lecture Required	<b>Campus</b>	Main Academic Campus

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:00AM - 8:50AM	LA5314	Joanne M. Dusel	01/28/2019 - 05/21/2019

**Enrollment Information**

**Enrollment Requirements** ENGL102 requires permission for non-native English speakers. Please 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 Availability**

<b>Class Capacity</b>	21	<b>Wait List Capacity</b>	4
<b>Enrollment Total</b>	0	<b>Wait List Total</b>	0
<b>Available Seats</b>	21		

**Description**

Development of strategies for writing expository prose based on analytical reading. Intellectually challenging writing and reading activities and student-teacher interaction emphasizing collaborative and active learning. Not open to those who have successfully completed ENGL 190. Requires grade of C or higher to fulfill Gen Ed or Core requirement. GenEd I.A or Core: English Composition.

[Return to Faculty Center](#)

[Faculty Center](#) [Advisor Center](#) [Class/catalog Search](#)  
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

To return to the previous page, **do not hit the backspace key!** Click on the link at the bottom of the page called **Return to Faculty Center**.

## Class Roster

The class roster is viewable by clicking on the icon that looks like this:  
The icon looks like three people to the left of each class listing.



**Faculty Center**

**My Schedule**

Fall 2017 | Towson University [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Class Roster Grade Roster

**My Teaching Schedule > Fall 2017 > Towson University**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">ENGL 102-001 (1101)</a>	WRITING FOR LIBERAL EDUCAT (Lecture)	7	MoWeFr 8:00AM - 8:50AM	LA5314	Jan 28, 2019-May 21, 2019
<a href="#">ENGL 102-003 (1103)</a>	WRITING FOR LIBERAL EDUCAT (Lecture)	1	MoWeFr 9:00AM - 9:50AM	LA4314	Jan 28, 2019-May 21, 2019

[View Weekly Teaching Schedule](#) [Go to top](#)

+ You can now see the student list. Click on the link to a student's name for mailing address and phone number.

Enrollment Capacity 35 Enrolled 7

Select display option:  Link to Photos  Include photos in list

**Enrolled Students** Find | | First 1-7 of 7

	Notify	Photo	ID	Name	Email	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		0676189	Harrison,Liam		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
2	<input type="checkbox"/>		0676188	Lang,Stacy		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
3	<input type="checkbox"/>		0676187	Lily III,JimBob		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
4	<input type="checkbox"/>		0676191	Lynn,Brooke		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
5	<input type="checkbox"/>		0676190	Roland,Lionel		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
6	<input type="checkbox"/>		0676193	Simpson,Stacy		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
7	<input type="checkbox"/>		0122968	<a href="#">Vader,Darling</a>	mpelleriti@towson.edu	Undergrad	3.00	Bachelor of Science - Art + Design/Business Administration/Health Science/African & African-Amer Studies	Senior

You can download your student list from this page. Click on the tiny download icon [that looks like a grid with a red arrow]. It will open into an Excel spreadsheet.

*{Please make sure you do not have popups blocked on your browser}*

+ Click on the **Photo** icon to view a photo of each student:



## Final Exams

+ Click on the link to **My Exam Schedule** to view the campus Final Exam Matrix.


**Faculty Center**

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**My Schedule**

Spring 2019 | Towson University [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only



+ Look up the day/time of your class to view the day and time of your class's Final Exam during exam week.

**This is an example from Fall 2018:**

EXAM HOURS	DECEMBER 12 (WEDNESDAY)	DECEMBER 13 (THURSDAY)	DECEMBER 14 (FRIDAY)	DECEMBER 17 (MONDAY)	DECEMBER 18 (TUESDAY)
8-10 a.m.	MWF 9-9:50 a.m.	T/Th 8-9:15 a.m.	FREE	MWF 10-10:50 a.m.	T/Th 11 a.m.-12:15 p.m.
10:15 a.m.-12:15 p.m.	FREE	T/Th 12:30 -1:45 p.m.	MWF 8-8:50 a.m.	FREE	T/Th 9:30-10:45 a.m.
12:30-2:30 p.m.	MWF 11-11:50 a.m.	FREE	MWF 1-1:50 p.m.	MWF 12-12:50 p.m.	FREE
3-5 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.	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.					

**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.**

## Emailing Your Students

- + To email the students on your roster, click on either button [**Notify Selected Students** or **Notify All Students**] at the bottom of the Class Roster page.

Enrolled Students									
	Notify	Photo	ID	Name	Email	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		0676189	Harrison,Liam		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
2	<input type="checkbox"/>		0676188	Lang,Stacy		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
3	<input type="checkbox"/>		0676187	Lily III,JimBob		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
4	<input type="checkbox"/>		0676191	Lynn,Brooke		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
5	<input type="checkbox"/>		0676190	Roland,Lionel		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
6	<input type="checkbox"/>		0676193	Simpson,Stacy		Undergrad	3.00	Bachelor of Science - Art + Design	Freshman
7	<input type="checkbox"/>		0122968	<a href="#">Vader,Darling</a>	mpelleriti@towson.edu	Undergrad	3.00	Bachelor of Science - Art + Design/Business Administration/Health Science/African & African-Amer Studies	Senior

[Select All](#)   [Clear All](#)   [Printer Friendly Version](#)

- + You will be taken to this page where you can type your message. You can't send attachments from here; however, you can do so in Outlook.

### Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from Suzanne M. Hill**

From: s-hill@towson.edu

To: s-hill@towson.edu

CC:

BCC: xxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu, xxxxxx@students.towson.edu

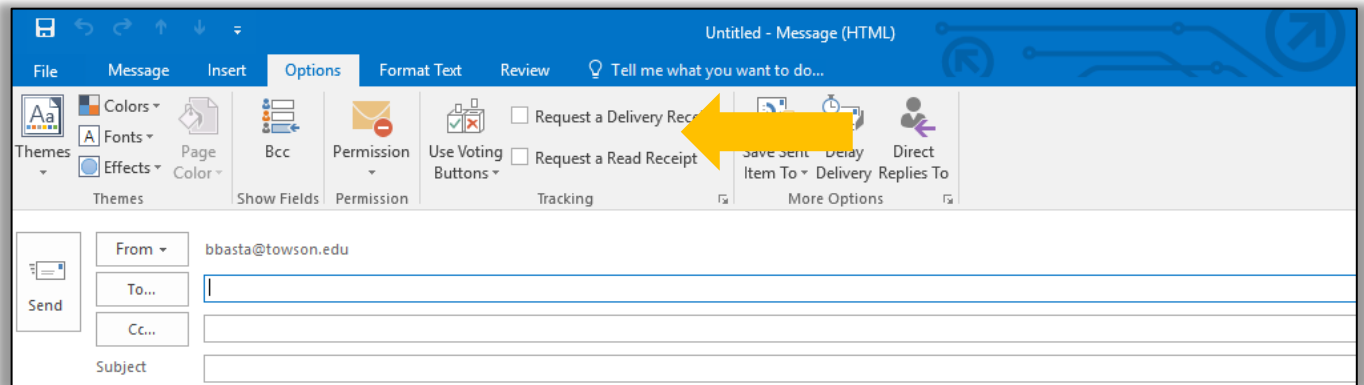
Subject: <From the desk of Suzanne A. Hill>

Message Text:

[Return](#)

[Faculty Center](#)   [Advisor Center](#)   [Class/catalog Search](#)

- + In Outlook, open a blank email and use this email address to send a message to all students on your class roster:
  - + Insert the **4-digit code** for the **term** (ex. 1192),
  - + The **subject**
  - + The **catalog number** and **section**
  - + With no periods, spaces or underscores.
  - + For example: [1192ENGL102900@towson.edu](mailto:1192ENGL102900@towson.edu) .
- + In Outlook, you can request that receipts for emails **delivered** and **read** be sent to you by going to Options / Tracking and clicking on **Request a Delivery Receipt** and **Request a Read Receipt**.



## 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.

## 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>



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