

5 Resources Available within Faculty Center:

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

How to Log into PeopleSoft:

- + Go to www.towson.edu
- + Click on **Quick Links**
- + Choose **Towson Online Services**
- + Enter your **NetID** and **Password**
- + Click on the link to **Self Service**
- + Choose **Faculty Center**

How to View Your Schedule

- + Make sure you are in the correct term. [*If not, use the green Change Term button.*]
- + There is a blue bar halfway down the page titled **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 view **Course Detail**.

Class Detail

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

Class Roster

The class roster is viewable by clicking on this icon:



Located on the left of the class listing [3 people]

On the class roster you can see the list of students enrolled, a photo, and their contact information.

Final Exam Schedule

- + Click on the link to **My Exam Schedule** to view the campus Final Exam Matrix.
 - + Look up the day/time of your class to view the day and time of your class's Final Exam during exam week.
- 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.

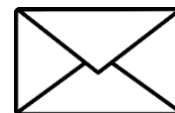
After Change Of Schedule

After Change of Schedule [*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.

How to Contact Students

Click on either button at the bottom of the Class Roster page that states **Notify All Students** OR **Notify Selected Students**. You will be taken to a page where you can type your message. Unfortunately, you cannot send attachments from this page, but you can do so through Outlook.



In Microsoft Outlook (your email application), 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
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**.

Contact your academic department for all questions, issues, and support.

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.