



**Office of  
Technology  
Services**  
*OTS Training*

# Towson Online Services Faculty Center Reference Guide

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## Introduction

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The Faculty Center is a self-service component that provides instructors with the ability to view their teaching schedule, view grade rosters, enter grades, view their class rosters and more. With the upgrade to Towson Online Services/PeopleSoft, you will see enhancements to the Towson Online Services Faculty Center user experience with an updated, simplified, and contemporary user interface. The fluid user interface allows seamless movement between different devices (for most features) and are adaptive and responsive in nature as well as accessible. This reference guide will step through these enhancements with topics including, logging in, overview of environment, and navigation using both the widgets and the menu.

## Logging In

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1. From your favorite browser, type **towson.edu** and press ENTER.

**Note:** TU Online Services is not supported by Internet Explorer.

2. Click the **Faculty & Staff** link at the top of the page and then click on **MyTU**.

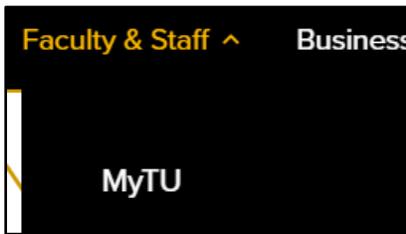


Figure 1

**Note:** Alternatively, you can type **towson.edu/mytu** in the address line of your favorite browser.

3. Click the **Towson Online Services Faculty Center** tile.



Figure 2

4. You may be prompted to enter your **Username (NetID)** and **Password** and click **Login**.
5. You will enter the **Dashboard**.

## Overview of the Environment

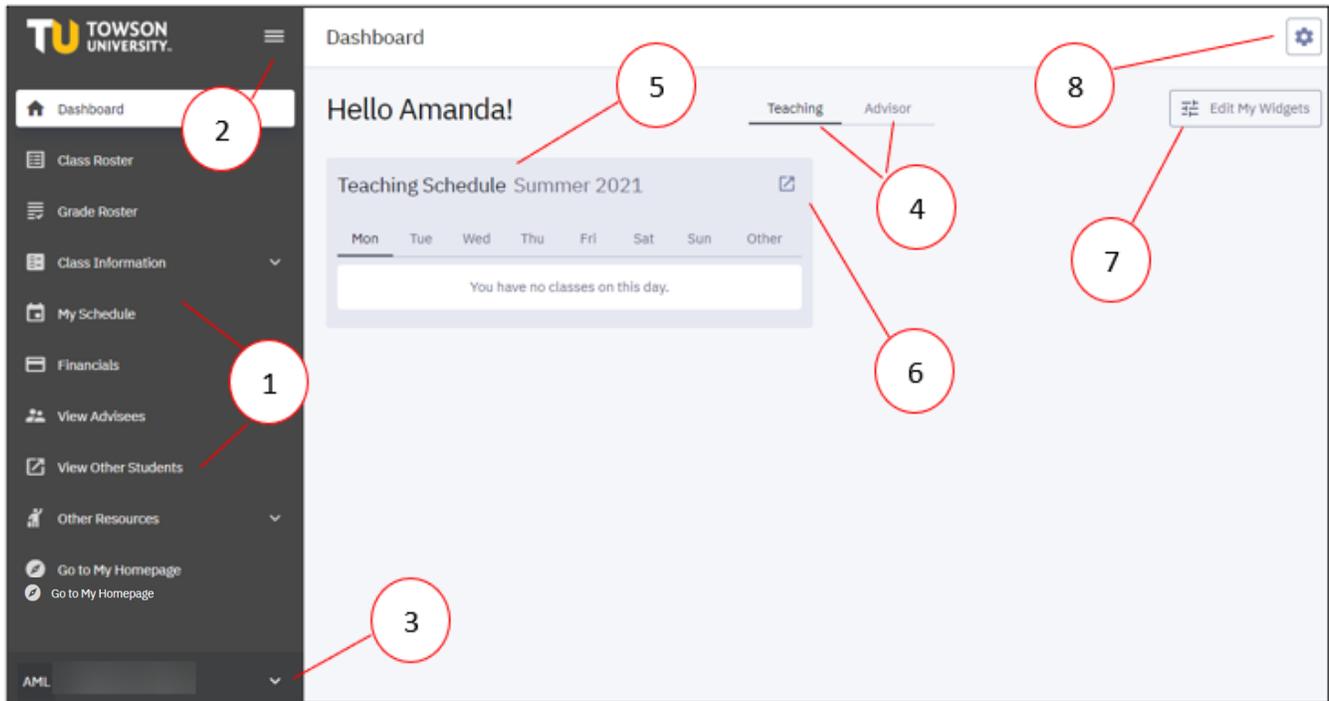


Figure 3

NUMBER	TITLE	DESCRIPTION
1	Left Navigation Menu	Menu items for all tasks performed within the faculty dashboard
2	Triple Bar Menu	Expand and collapse the left navigation menu
3	Logout	Click the arrow beside your name to reveal the Logout selection
4	Content Tabs	Click the <b>Teaching</b> and <b>Advisor</b> tabs to reveal widgets related to each.
5	Widgets	Most frequently used commands within the faculty dashboard
6	Go to	Click on this icon to open the widget
7	Edit My Widgets Button	Customize which widgets will display on the dashboard
8	Preferences Menu	Click to reveal the <b>About</b> menu selection (help menu)

## Navigation

There are 2 main ways to navigate through the Dashboard. One way is using the widgets and the other is by clicking on the left-hand navigation menu items. The widgets are designed to hold the more frequently used commands. All other commands may be found in the left navigation menus.

### Widgets

The main area of the Dashboard contains your widgets. These provide quick and useful information on various areas of the Towson Online Services Portal.

1. Click on one of the two content tabs at the top of the dashboard, either **Teaching** or **Advisor** (you will only see if you are an advisor). You will see different widgets for these 2 main areas depending on your access level.

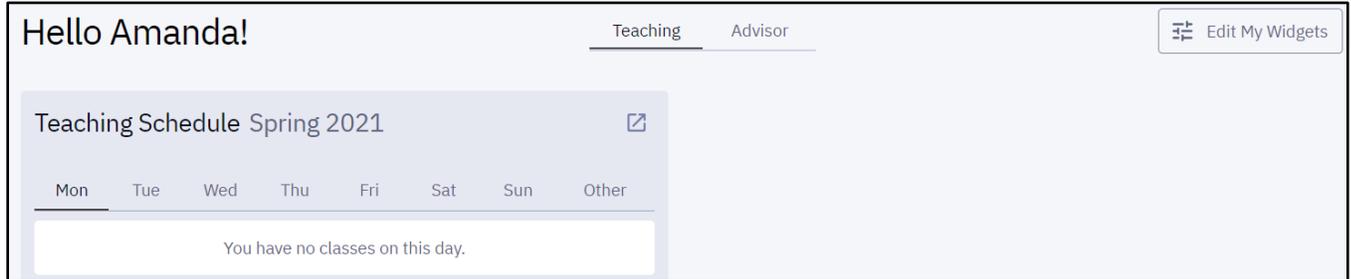


Figure 4

2. Click on the **Go to** button to the right of a specified widget.

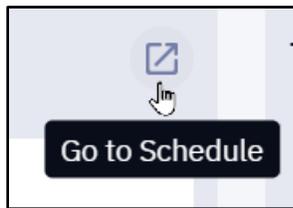


Figure 5

3. You will launch into that main content area. In this example, we have clicked on the **Go to Schedule** icon. Notice that the left navigation menu also reflects the chosen widget.

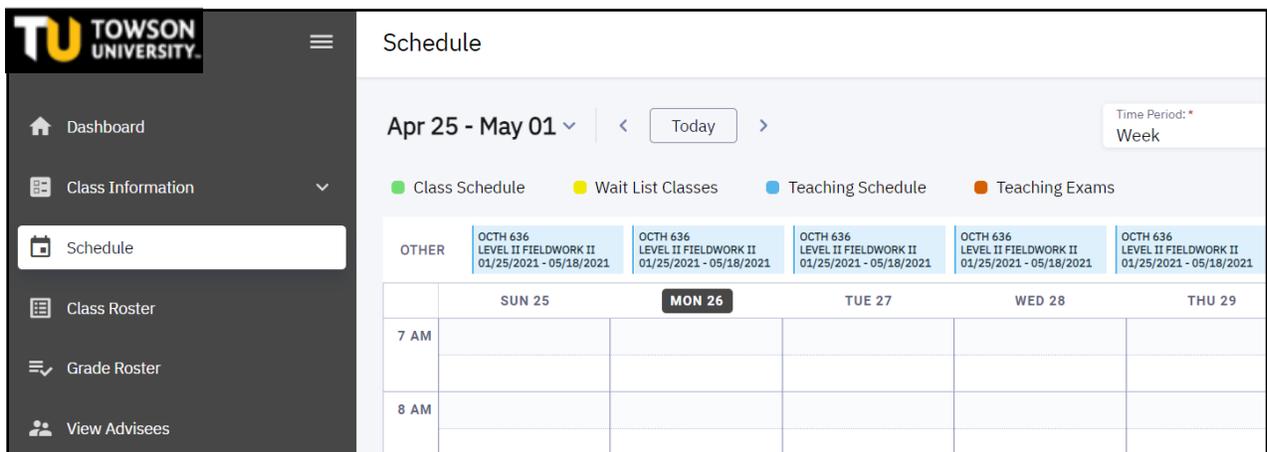


Figure 6

4. Click the **Dashboard** menu option to return to the main Dashboard.

## Edit My Widgets

You may add or remove widgets to the Dashboard.

1. Click the **Edit My Widgets** button in the upper right-hand corner of the screen.,

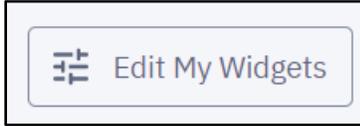


Figure 7

2. Click the **boxes** beside the widget's name to **enable/disable** the widget.

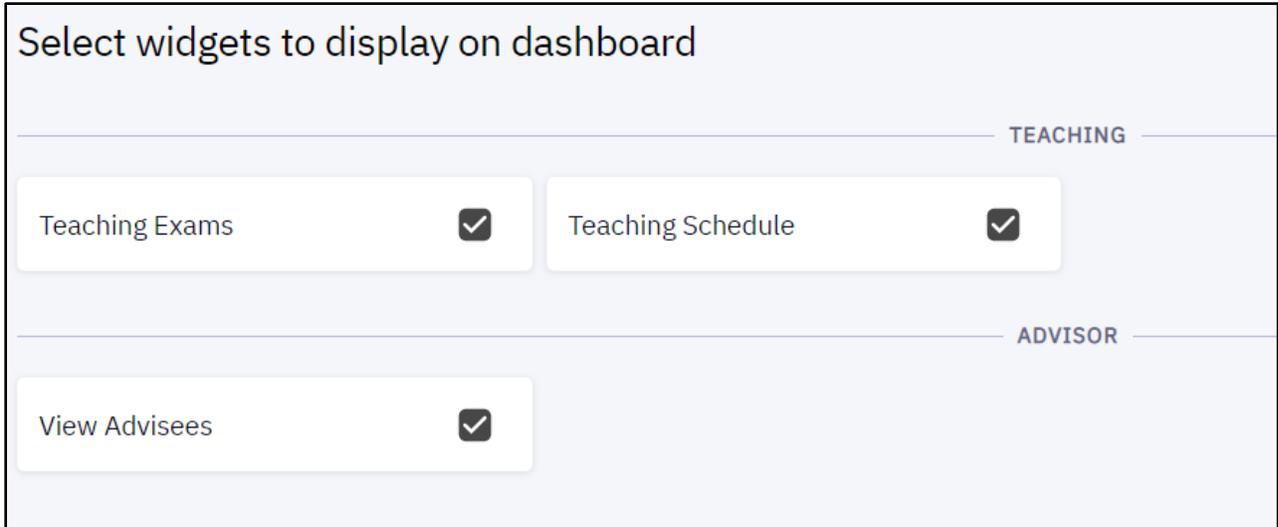


Figure 8

3. Click **Save Changes** when finished

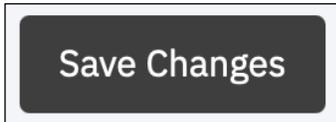


Figure 9

4. Click **Dashboard** in the left menu navigation to return to the main Dashboard.



Figure 10

## Navigation Menu

1. On the left-hand side of your screen is the **Navigation** menu. You may have to click the **triple bar** icon to **expand/collapse** the navigation menu if it is not in view.



Figure 11

2. Click on a menu item. Any menu item that has an arrow beside it can be expanded revealing additional menu items beneath. In this example we will **Browse Classes**. Click on the **Class Information** menu item. A drop-down menu will appear.

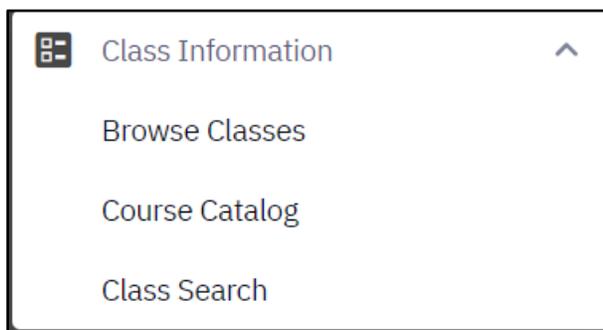


Figure 12

3. Click **Browse Classes**. The **Browse Classes** window will appear.

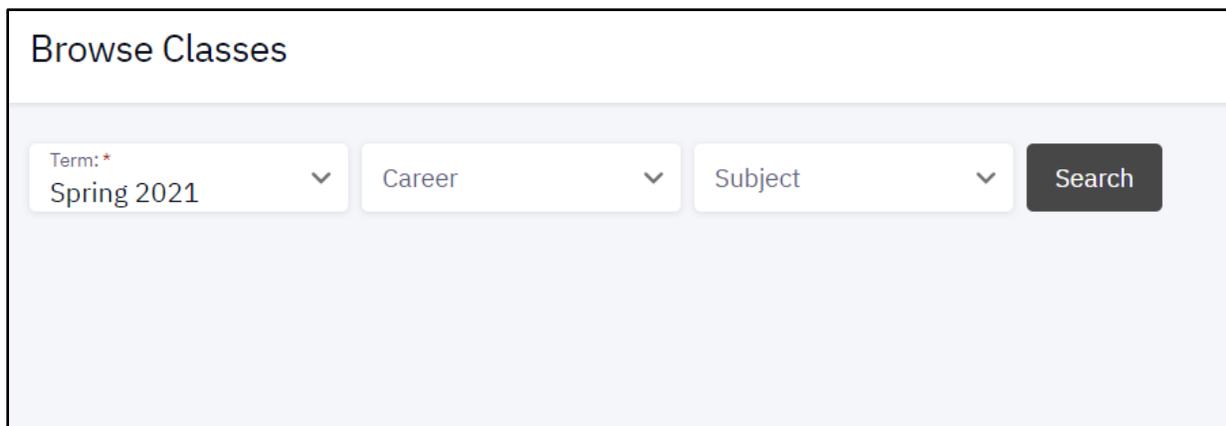


Figure 13

## Running the Transfer Credit Report

If you have an advising responsibility, you may need to run the Transfer Credit Report (acting as a student). Steps to run this report are below.

1. Click on the **View Advisees** menu item and then click the **Act As User** button for the desired advisee.

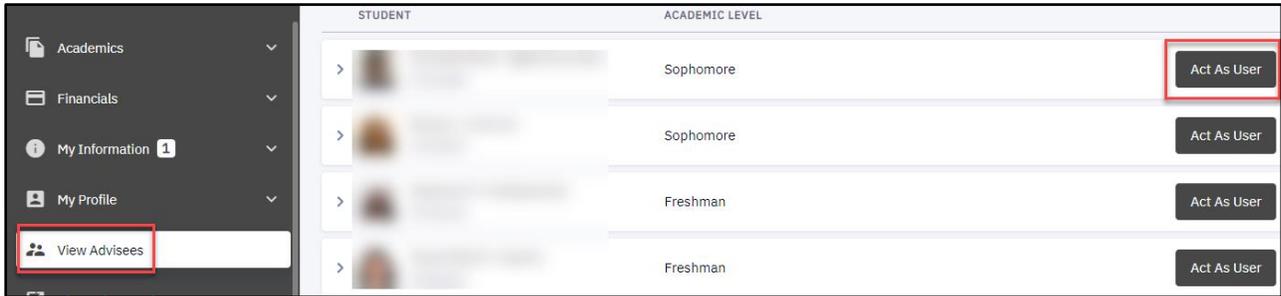


Figure 14

**Note:** If you receive a FERPA notification box, read and then click **Continue**.

2. After selecting the Advisee, click the **Academics** menu to expand and then click **Transfer Credit**.

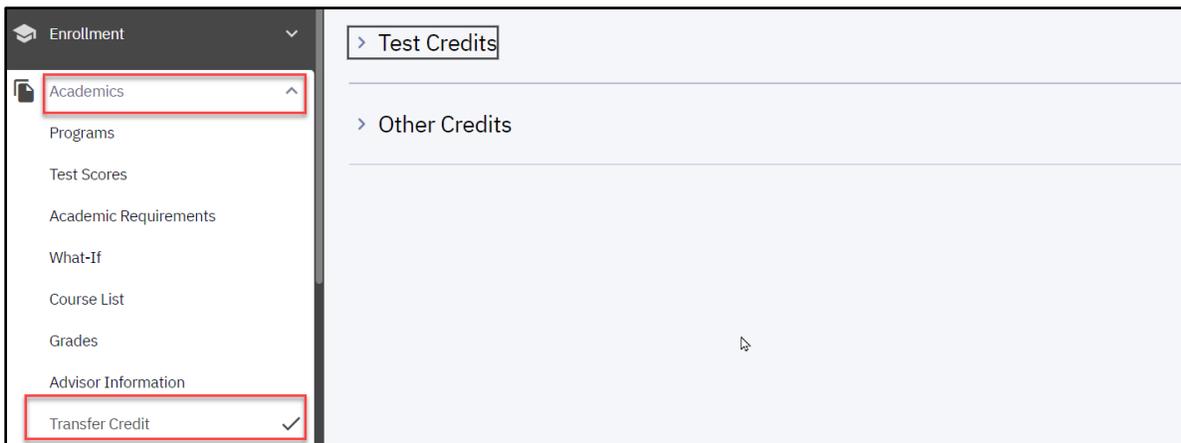


Figure 15

3. Click the **down arrow** beside any of the categories for additional information. In this example we have expanded **Course Credits** and then the **Community College**.

TERM	INCOMING COURSE	UNITS TAKEN	GRADE INPUT	EQUIVALENT COURSE	UNITS	GRADE	STATUS
Fall 2020	ENGL 101 (COMPOSITION)	3.00	B	ENGL 102 (WRITING FOR LIBERAL EDUCAT)	3.00	B	Posted
Fall 2020	PSYC 101 (INTRO PSYC)	3.00	A	PSYC 101 (INTRODUCTION TO PSYCHOLOGY)	3.00	A	Posted
Fall 2020	HLTH 101 (HLTH/WELLNESS)	3.00	A	HLTH 101 (WELLNESS FOR A DIVERSE	3.00	A	Posted

Figure 16

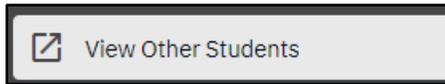
4. Click the **Exit** button in the upper right-hand corner to return to the **View Advisees** screen.



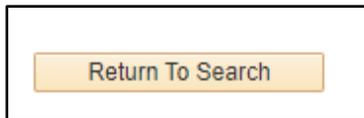
Figure 17

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**Note:** If the student is not your advisee, you may access their information using the **View Other Students** menu option in the left navigation menu. Scroll down and click the **Return to Search** button. You can now search for any student's ID.

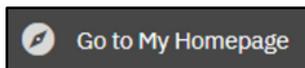


**Figure 18**



**Figure 19**

**Note:** If you wish to go to PeopleSoft, click the **My Towson Online Services** link at the bottom of the left navigation menu.



**Figure 20**