Campus Solutions For Faculty: Navigating the Faculty Center

These instructions introduce you to the Faculty Center and highlight some of the features.

To view the Faculty Center:

- Go to the <u>HWS PeopleSoft Website</u>
 Log in with your user ID and password (which is the same as your HWS Network ID and password)
 HOBART Personalize Wed, Signon User ID: Password:
 - 3. On the menu, click **Campus Solutions**
 - 4. On the menu, click Main Menu > Self Service > Faculty Center > My Schedule

The Faculty Center tabs display.

Personalize Layout Content Enterprise Menu Ö-Reporting Tools Campus Solutions 79 HOBART LIAM SMITH Favorites Main Menu earch N ۲ Self Service Records and Enrollme 🗀 Curriculum Manageme 🗀 Faculty Center My Schedule Advisor Center Reporting Tools Search Class Roster Grade Roste Faculty Reports Learning Management Systems Favorites Main Menu > Self Service > Faculty_Center > My Schedule Faculty Center Advisor Center Se My Schedule | Class Roster | Grade Roster **Faculty Center My Schedule** View Personal Data Summary Change Term Fall 2017 | Hobart and William Smith Select display option Show All Classes O Show Enrolled Classes Only Icon Legend 🛛 🏫 Class Roster 🛛 🔄 Grade Roster 👷 Gradebook Section Assignments A Mid-Term Progress My Teaching Schedule > Fall 2017 > Hobart and William Sr First 🚺 1-2 of 2 🚺 Las Personalize | View All | 🖾 | 🛗 n EDUC 083-08 (1328) Merritt Hall 100 Aug 28, 2017-Dec 8, 2017 Teaching (Lecture) Th 7:30AM - 8:30AM 11 MATH 115-01 (1626) Foundations of School Merritt Hall 100 Aug 28, 2017-Dec 8, 2017 16 TuTh 1:30PM - 2:55PM Math (Lecture) View Weekly Teaching Schedule Go to top Favorites Main Menu > Self Service > Faculty Center > My Schedule Faculty Center Adv My Schedule | Class Roster | Grade Roster Faculty Center **My Schedule** View Personal Data Summary Change Term Fall 2017 | Hobart and William Smith

Sign In

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5. Change the term to see your schedule for other terms

This change will only be reflected while you're on this page; the term will return to the default on your next visit.

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6. On the tabs, click Search Favorites | Main Menu > Self Service > Faculty_Center > My Schedule Faculty Center Advisor Center My Schedule | Class Roster | Grade Ro **Faculty Center My Schedule** The class search tab provides class Ivisor Center Search Learning Ma and catalog search tools. Search For Classes | Browse Course Catalog | Faculty Search Search for Classes **Enter Search Criteria** The search is based on a term you Search for Classes select so you can view the chosen Institution Hobart and William Smith classes offered for the selected term Term Fall 2017 and subject. Select at least 2 search criteria. Select Search to view your search results. You can then drill down further to select subject Subject view the class section details, Course Number is exactly Course Career Undergraduate Degree including whether sections are open. Show Open Classes Only VAdditional Search Criteria Meeting Start Time greater than or equal to Meeting End Time less than or equal to Days of Week include only these days Mon Tues Wed Thurs 🗖 Fri Sat 🔲 Sun Instructor Last Name begins with -2 Course Keyword Minimum Units greater than or equal to Maximum Units less than or equal to Course Component • Course Attribute **Course Attribute Value** ? Class Nbr Clear Search 7. Click the tab browse course catalog Advisor Center Search Faculty Center Learning Management Search For Classes | Browse Course Catalog Faculty Search

Search for Classes

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The browse catalog tab displays the entire catalog, including courses offered in the selected term and courses that are not.

The courses display by subject and then by course number. You can click the letters at the top of the page to navigate to a specific subject. You can click on each course number or name for more details.

8. Click faculty search

On the faculty search tab, you can search for a faculty member, to view his or her schedule and e-mail address.

9. Click the **Faculty Center tab** to return to your schedule page

Favorites Main Menu > Self Service > Search > Browse Course Catalog
Faculty Center Advisor Center Search Learning Management
Search For Classes Browse Course Catalog Faculty Search
Browse Course Catalog
<u>A B C D E E G H ! J K L M N O P Q R S I U V W X Y Z</u> 0 1 2 3 4 5 6 7 8 9
Collapse All Expand All
Select subject code to display or hide course information.
AEP - Arts And Education Program
AFAM - African-American Studies
APAM - Ancan-American Studies
AFRN - African Studies
Faculty Center Advisor Center Search Learning Management
Search For Classes Browse Course Catalog Faculty Search
Search for Classes
Favorites Main Menu > Self Service > Faculty_Center > My Schedule > Class Search
Faculty Center Advisor Center Search Learning Management
Search For Classes Browse Course Catalog Faculty Search
&Faculty Search
Select the search by name button to start the search process.
Search by Name