Campus Solutions For Faculty: Viewing Other Faculty Schedules

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

To view another person's faculty schedule:

1. Go to the HWS PeopleSoft Website HOBART AND WIL 2. Log in with your **user ID and password** (which is Wed, Oct 19, 11 the same as your HWS Network ID and password) Personalize 2:12 PM User ID: Password: Sign In 3. On the menu, click Campus Solutions HOBART AND WILI Home Personalize Layout Content 0 **v** Enterprise Menu Reporting Tools Campus Solution 4. Click Main Menu > Self Service 99 HOBART AND WILLIAM SMITH > Faculty Center > My Schedule Favorites Main Menu Search Menu: ۲ * Self Service Campus Personal Information Records and Enrollme Faculty Center 🗀 Curriculum Manageme My Schedule Advisor Center Reporting Tools Class Roster Search Grade Roster Faculty Reports Learning Management Systems Favorites Main Menu > Self Service > Faculty_Center > My Schedule The Faculty Center tabs Faculty Center Advisor Center Search Learning Mar display. Your schedule displays My Schedule | Class Roster | Grade Roster in the my schedule tab. Faculty Center My Schedule By default, your classes display View Personal Data Summary for the current selected term. Change Term Fall 2017 | Hobart and William Smith Select display option You use the Search tab to Show All Classes Show Enrolled Classes Only search for contact information Icon Legend 🛛 🏤 Class Roster 🔄 Grade Roster 👳 Gradebook Assignments A Mid-Term Progress and schedules for other faculty members. My Teaching Schedule > Fall 2017 > Hobart and William Smith Personalize | View All | 🗗 | 🛗 First 🚺 1-2 of 2 💵 Last d Days & Times Class Da Merritt Hall 100 Aug 28, 2017-Dec 8, 2017 A EDUC 083-08 (1328) Teaching (Lecture) Th 7:30AM - 8:30AM 11 Foundations of School MATH 115-01 Merritt Hall 100 Aug 28, 2017-Dec 8, 2017 88 TuTh 1:30PM - 2:55PM 16 Math (Lecture) View Weekly Teaching Schedule Go to top

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5. Click Search

You use the faculty search tab to search for contact information and schedules for other faculty.

Faculty Center <u>A</u> dvisor Center	Search	Learning Management	
Search For Classes Browse Cou	rse Catalog	Faculty Search	
Search for Classes			

Faculty Center Advisor Center Search Learning Management

Select the search by name button to start the search process.

Search For Classes | Browse Course Catalog | Faculty Search

&Faculty Search

Search by Name

- 6. Click Faculty Search
- 7. On the Faculty Search page, click **search by name**

A pop-up page displays for entry of search criteria for faculty member(s). You can enter any combination of criteria in the fields.

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Last Na

8. Click Look Up



- 9. In the search results, click the link of the **faculty member** desired
- 10. Select the term desired
- 11.Click Continue

The faculty member's schedule for the selected term displays.

You can view the specific class details for any of the faculty member's classes.

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