Faculty Self Service: View Course Schedule and Class Roster

Trigger:

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
</table>

Output - Results

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>

Additional Information
**Procedure**

Instructors can view their course schedule in a grid format.

![Faculty Center](faculty-center.png)

**Faculty Center**
Use the Faculty center to manage all your class, student and advisee related activities.
*Home>Self Service>Faculty Center*

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Employee Self Service</strong> link.</td>
</tr>
</tbody>
</table>

![myZou](myzou.png)
### Business Process Document

**myZou Faculty Self Service: Faculty Self Service: View Course Schedule and Class Roster**

#### Step 2

2. **Action:** Click the **Faculty Center** button.

#### Step 3

3. **Decision:** Please make a selection from the options listed below.

   - Exit View Course Schedule
     - Go to step 4 on page 3
   - View Class Schedule - Grid View
     - Go to step 5 on page 4
   - View Class Detail
     - Go to step 13 on page 6
   - View Class Roster
     - Go to step 21 on page 8

#### Step 4

4. **Action:** You have successfully viewed your course schedule in a grid view and viewed class details.

   **End of Procedure.** Remaining steps apply to other paths.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>Show all classes</strong> option.</td>
</tr>
<tr>
<td>6.</td>
<td>The Weekly Schedule page will display the class schedule in a grid format.</td>
</tr>
<tr>
<td>7.</td>
<td>You can show a different week by changing the date in the <strong>Show Week of</strong> field, additionally the times displayed in the grid can be changed by entering new <strong>Start Time</strong> and <strong>End Time</strong> fields and then clicking the <strong>Refresh Calendar</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>You can also scroll through the weeks one at a time by clicking the <strong>Previous Week</strong> or <strong>Next Week</strong> buttons.</td>
</tr>
<tr>
<td>9.</td>
<td>The grid will display the class schedule for the selected week. The grid will only display those courses that have a scheduled meeting time and days.</td>
</tr>
<tr>
<td>10.</td>
<td>The <strong>Meeting Information not Available</strong> section will display those course that have an arranged meeting time and day.</td>
</tr>
<tr>
<td>11.</td>
<td>The <strong>Display Options</strong> section allows you to control what is displayed in the grid by checking or unchecking the boxes and then clicking the <strong>Refresh Calendar</strong> button.</td>
</tr>
</tbody>
</table>
### Step 12

**Action**

- Click the **Cancel** link to return to the Faculty Center

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Go to step 3 on page 3
### Step | Action
--- | ---
13. | Click the **Class** link to view details of the class.

```
MATH 1100-01  LEC 77863
```

14. | The **Class Detail** page will show class details. The class details section will show the Enrollment Status of the class, the career level, grading information, credit hours or units and the components associated with the class.

15. | The Meeting Information section will show the days and times the class meets, the room the class meets, the instructor and the meeting dates of the class.

16. | The Enrollment Information section will display the class attributes, if the course is consent required and the type of consent needed.

17. | The Class Availability section will display the class capacity, enrollment totals, and the available seats left in the class.

18. | The Notes section will show any "canned" notes (Examples: Evening Exams or type of eye protection required for the course) and free format notes.

19. | The Description section shows the course description from the catalog.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Click the <strong>Close</strong> link to return to the faculty center.</td>
</tr>
</tbody>
</table>

Go to step 3 on page 3
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.</td>
<td>Click the <strong>Class Roster</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
22. | Click the **Collapse section** button to hide the Class Roster Information section.

23. **Decision:** Please make a selection from the options listed below.
   - To return to Faculty Center
     Go to step 24 on page 9
   - Print Class Roster
     Go to step 23 on page 9

24. | Click the **Cancel** link.
   Go to step 3 on page 3