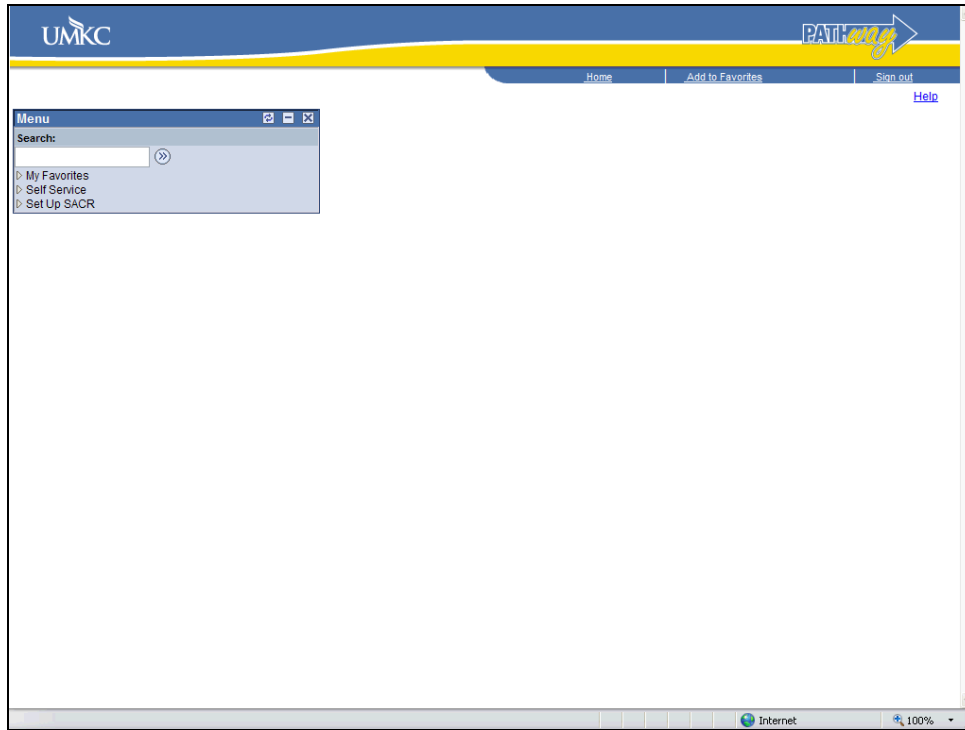


Procedure

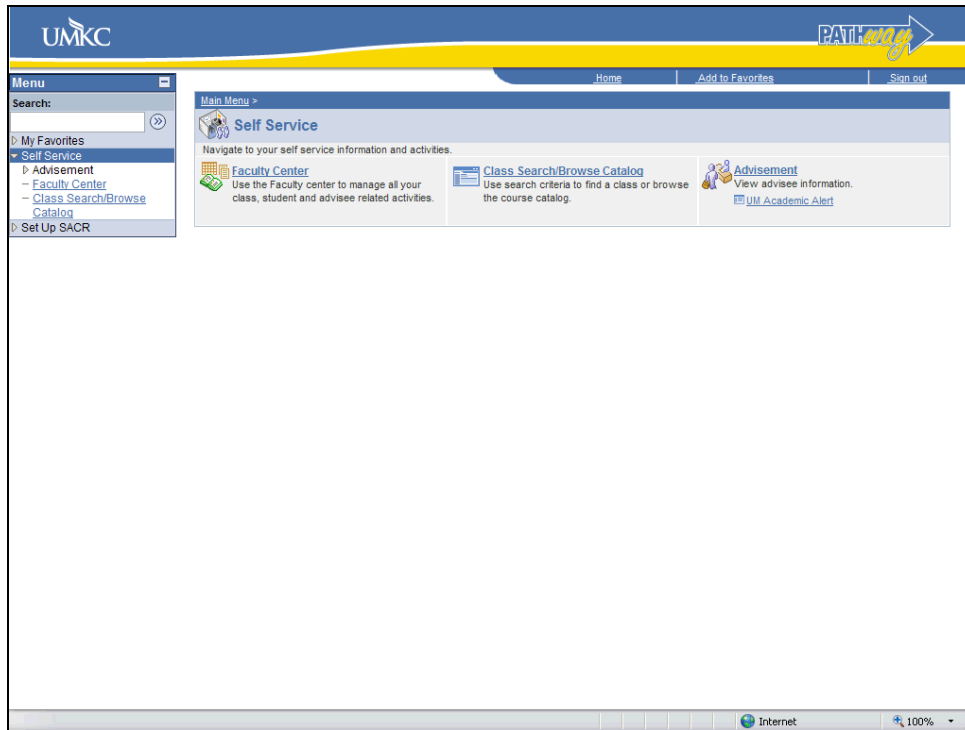
Self Service > Faculty Center

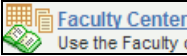


Step	Action
1.	Click the Self Service link. <input data-bbox="370 1304 493 1331" type="button" value="Self Service"/>

Faculty Self Service

View Your Class Schedule



Step	Action
2.	Click the Faculty Center button. 
3.	This is your Faculty Center. It defaults to showing the next term: Summer 2007, and the classes you are scheduled to teach in that term.



Faculty Self Service View Your Class Schedule

UMKC PATHway

Home Add to Favorites Sign out

Douglas Swink My Info Go to...

faculty center class search

Faculty Center

Select Term 3535 - 2007 Summer Semester change View FERPA Statement

3535 - 2007 Summer Semester
3543 - 2007 Fall Semester

Show all classes Only classes with enrollment View My Weekly Schedule


Class Roster Grade Roster

My Teaching Schedule > 2007 Summer Semester > Univ of Missouri - Kansas City Find

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
GEOG 105-0001 LEC 31822	Intro Elements Geography (Lecture)	TuTh 4:30PM - 7:15PM	Flarshheim Hall-Rm 00260	Jun 4, 2007-Jul 27, 2007	7
GEOG 203-0001 LEC 33929	Intro Geog Info System (Lecture)	MW 4:30PM - 6:15PM	Flarshheim Hall-Rm 00425	Jun 25, 2007-Jul 27, 2007	10
GEOG 203-0011 LAB 34050	Intro Geog Info System (Laboratory)	MW 6:15PM - 8:15PM	Flarshheim Hall-Rm 00425	Jun 25, 2007-Jul 27, 2007	10
GEOG 459-0001 IND 31835	Tutoring In Geography (Independent Study)	TBA	TBA	Jun 4, 2007-Jul 27, 2007	8

Faculty Center Class Search

Internet 100%

Step	Action
4.	To change to a different term, click the Select Term scrollbar. 

Faculty Self Service

View Your Class Schedule



The screenshot shows the Faculty Self Service interface for Douglas Swink. The user is logged in as 'Douglas Swink' and is viewing the 'Faculty Center' page. The 'Select Term' dropdown is set to '3535 - 2007 Summer Semester'. Below this, there are options to 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A table titled 'My Teaching Schedule > 2007 Summer Semester > Univ of Missouri - Kansas City' displays the following data:

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
GEOG 105-0001 LEC 31822	Intro Elements Geography (Lecture)	TuTh 4:30PM - 7:15PM	Flarshheim Hall-Rm 00260	Jun 4, 2007- Jul 27, 2007	7
GEOG 203-0001 LEC 33929	Intro Geog Info System (Lecture)	MW 4:30PM - 6:15PM	Flarshheim Hall-Rm 00425	Jun 25, 2007- Jul 27, 2007	10
GEOG 203-0011 LAB 34050	Intro Geog Info System (Laboratory)	MW 6:15PM - 8:15PM	Flarshheim Hall-Rm 00425	Jun 25, 2007- Jul 27, 2007	10
GEOG 459-0001 IND 31835	Tutoring In Geography (Independent Study)	TBA	TBA	Jun 4, 2007- Jul 27, 2007	8

Step	Action
5.	Click to select the 2007 Fall Semester from the list.

UMKC PATHway

Home | Add to Favorites | Sign out

My Info | Go to...

faculty center | class search

Faculty Center



Select Term: 2007 Fall Semester | change | View FERPA Statement

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

Class Roster | Grade Roster

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
GEOG 105-0001 LEC 31822	Intro Elements Geography (Lecture)	TuTh 4:30PM - 7:15PM	Flarshheim Hall-Rm 00260	Jun 4, 2007- Jul 27, 2007	7
GEOG 203-0001 LEC 33929	Intro Geog Info System (Lecture)	MW 4:30PM - 6:15PM	Flarshheim Hall-Rm 00425	Jun 25, 2007- Jul 27, 2007	10
GEOG 203-0011 LAB 34050	Intro Geog Info System (Laboratory)	MW 6:15PM - 8:15PM	Flarshheim Hall-Rm 00425	Jun 25, 2007- Jul 27, 2007	10
GEOG 459-0001 IND 31835	Tutoring In Geography (Independent Study)	TBA	TBA	Jun 4, 2007- Jul 27, 2007	8

Faculty Center | Class Search

Step	Action
6.	Click the Change link. 
7.	Now your 2007 Fall Semester classes are displayed. Notice the title of the My Teaching Schedule table has changed to say 2007 Fall Semester.
8.	Click the View My Weekly Schedule option. 

Faculty Self Service

View Your Class Schedule



Menu

- My Favorites
- Self Service
- Advisement
- Faculty Center
 - Class Search/Browse Catalog
 - Set Up SACR

Douglas Swink

faculty center class search

View My Weekly Schedule

Show Week of: 08/20/2007 Start Time: 8:00AM End Time: 6:00PM **REFRESH CALENDAR**

< PREVIOUS WEEK NEXT WEEK >

Time	Monday Aug 20	Tuesday Aug 21	Wednesday Aug 22	Thursday Aug 23	Friday Aug 24
8:00AM					
9:00AM		GEOG 202 - 0001 Lecture 9:30AM - 10:45AM Flarsheim Hall 00260		GEOG 202 - 0001 Lecture 9:30AM - 10:45AM Flarsheim Hall 00260	
10:00AM		GEOG 202 - 0001 9:30AM - 10:45AM		GEOG 202 - 0001 9:30AM - 10:45AM	
11:00AM					
12:00PM					
1:00PM					
2:00PM			GEOG 203 - 002L Laboratory 2:00PM - 4:45PM Flarsheim Hall 00425		
3:00PM			GEOG 203 - 002L 2:00PM - 4:45PM		
4:00PM		GEOG 105 - 0001 Lecture 4:00PM - 5:15PM Flarsheim Hall 00302	GEOG 203 - 002L 2:00PM - 4:45PM	GEOG 105 - 0001 Lecture 4:00PM - 5:15PM Flarsheim Hall 00302	
5:00PM	GEOG 203 - 0001 Lecture 5:00PM - 6:00PM Flarsheim Hall 00427	GEOG 105 - 0001 4:00PM - 5:15PM	GEOG 203 - 0001 Lecture 5:00PM - 6:00PM Flarsheim Hall 00427	GEOG 105 - 0001 4:00PM - 5:15PM	
6:00PM					

Display Options

Show AM/PM Monday Thursday

Step	Action
9.	<p>This is the schedule of classes you are teaching.</p> <p>You can change the times displayed on the grid. To change the "End Time" for the grid, change the 6:00 PM to 9:00 PM.</p> <p>Enter the desired information into the End Time field. Enter "9".</p>
10.	<p>Click the Refresh Calendar link.</p> <p>REFRESH CALENDAR</p>
11.	<p>Scroll to the bottom of the page.</p>
12.	<p>Click the Cancel link to return to your Faculty Center.</p> <p>CANCEL</p>
13.	<p>End of Procedure.</p>