



Viewing Class Schedules and Class Rosters Using PeopleSoft's Faculty Self Service

Introduction

The PeopleSoft Student Administration System enables students, faculty, and staff to view up-to-the-minute online course information.

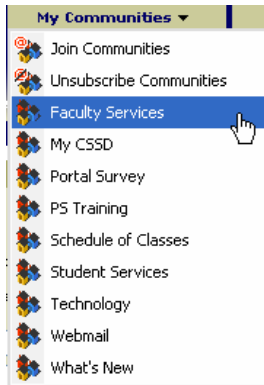
University of Pittsburgh faculty members can view their class schedules, weekly schedules, and class rosters online through the **my.pitt.edu** Web portal's **PeopleSoft Self Service** feature.

Viewing Your Class Schedule and Class Roster Online

Using PeopleSoft Self Service

To view your class schedules and class rosters online, complete the following steps.

1. Log in to the **my.pitt.edu** Web portal using your University Computer Account username and password.
2. Click the **Faculty Services** tab on the main menu, or select **Faculty Services** from the **Communities** drop-down menu.



3. Click the link for viewing courses and classes located in the **PeopleSoft Self Service** window.



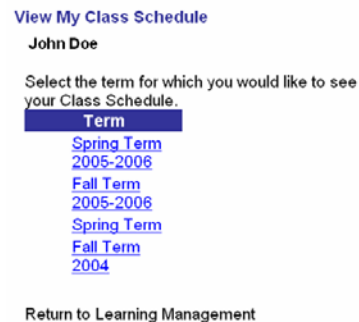
4. The PeopleSoft **SA Self Service** menu will display in a new window. Click **SA Self Service, Learning Management, and Management**.



5. To view your class schedule, click **View My Class Schedule** and select the applicable term. To view your classes for the current week, click **View My Weekly Schedule**. To view your roster for a specific class, click **Access Class Rosters** and select the applicable term. These options are described in more detail below.

View My Class Schedule

1. Complete steps one through four in the *Using PeopleSoft Self Service* section of this document.
2. Click the **View My Class Schedule** link to display a list of terms. Click the term for which you would like to see your class schedule.



3. After you select a term, an **Instructor Schedule** window will display information about the class. Click the **Instructor Schedule 2** tab to display additional details, such as the start date and end date of the class.

Class Number	Subject	Catalog	Sect Component	Start Time	End Time	Meeting Days	Building Room
21692	MATH	0010	1045 LEC	9:00AM	9:50AM	TuTh	

[Select a different term](#) [Return to Learning Management](#)

View My Weekly Schedule

1. Complete steps one through four in the *Using PeopleSoft Self Service* section of this document.
2. Click the **View My Weekly Schedule** link to display your class schedule for the current week.

Weekly Schedule

Jane Doe

As of Date: Start Time: End Time:

Week of 31 January 2005 - 06 February 2005

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00AM							
9:00AM						ENGLIT 0300 (1035) INTRODUCTION TO LITERATURE Lecture / Primary Instructor Location: TBA 9:30AM - 12:30PM	
10:00AM						ENGLIT 0300 (1035) 9:30AM - 12:30PM	
11:00AM						ENGLIT 0300 (1035) 9:30AM - 12:30PM	
12:00PM						ENGLIT 0300 (1035) 9:30AM - 12:30PM	
1:00PM						ENGCMP 0440 (1020) CRITICAL WRITING Seminar / Primary Instructor Location: TBA 1:00PM - 4:00PM	
2:00PM						ENGCMP 0440 (1020) 1:00PM - 4:00PM	
3:00PM	ENGLIT 0642 (1010) COMEDY Seminar / Primary Instructor Location: TBA 3:00PM - 4:15PM		ENGLIT 0642 (1010) COMEDY Seminar / Primary Instructor Location: TBA 3:00PM - 4:15PM			ENGCMP 0440 (1020) 1:00PM - 4:00PM	

Display Options

Show AM/PM
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

3. You can customize the view of your weekly schedule in a number of ways. Enter a new date in the **As of Date** field and click the **Go** button to view a new week. You can view specific days of the week by selecting the appropriate checkboxes at the bottom of the screen and clicking the **Go** button. To view your schedule in military time, uncheck the **Show AM/PM** checkbox and click the **Go** button.

Access Class Rosters

1. Complete steps one through four in the *Using PeopleSoft Self Service* section of this document.
2. Click the **Access Class Rosters** link to display a list of terms. You can view both regular class rosters and independent study rosters. Select a roster type and then click the term for which you would like to view the roster.

Access Class Rosters

John Doe

Select the term for which you would like to view your roster.

Class Rosters

[Spring Term 2005-2006](#)

[Fall Term 2005-2006](#)

[Spring Term 2004-2005](#)

[Fall Term 2004-2005](#)

Independent Study Rosters

[Fall Term 2005-2006](#)

[Return to Learning Management](#)

Class Rosters

Class rosters display the course title, catalog number, section number, and class number. To view additional information, including class section information and course components, click on an individual course title.

Select Class Roster

Jane Doe

Spring Term 2004-2005

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Class Section Nbr	Institution	Career
TRIGONOMETRY AND FUNCTIONS	MATH 0032	1010 11281	UPITT	Undergraduate
MATRIX THEORY DIFF EQUATINS	MATH 0250	1010 939	UPITT	Undergraduate

[Select a Different Term](#) [Return to Learning Management](#)

Independent Study Rosters

Independent study rosters display the names of the students and the independent study courses in which they are enrolled. You can sort your roster in a variety of ways by selecting an option from the **Sort Option** menu. To view additional information, including seat reservations and meeting times, click the **Class Details** link.

Independent Study Roster

John Doe

Fall Term 2005-2006

Sort Option:

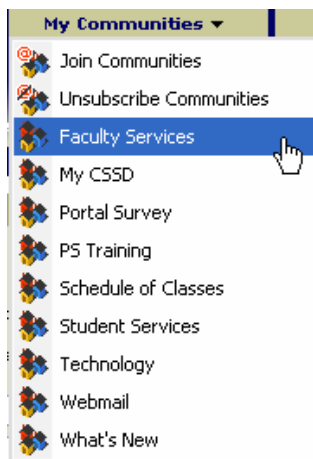
Name	EmpID	Class Nbr	Subject Catalog Nbr	Section Description
Jane Doe	6789012	14769	ADMPS 3099	1010 GUIDANC IN THE DOCTORAL DEGREE Class Details

[Select a Different Term](#)

Viewing the University's Course Catalog and Schedule of Classes

Faculty members can also use the **my.pitt.edu** Web portal to search the University's courses offerings for a given term, as well as view online course descriptions from the University's course catalog, by completing the following steps.

1. Log in to the **my.pitt.edu** Web portal using your University Computer Account username and password.
2. Click the **Faculty Services** tab on the main menu, or select **Faculty Services** from the **Communities** drop-down menu.



3. Click the link for viewing courses and classes located in the **PeopleSoft Self Service** window.



4. The PeopleSoft **SA Self Service** menu will display in a new window. Click **SA Self Service, Learning Management, and Catalog**.



Note: You can also access the Course Catalog and Schedule of Classes option by clicking on **SA Self Service, Community Access, and Tasks**.

5. To view course catalog descriptions, click **View Course Catalog**, enter the applicable criteria, and click the **Search** button. To search the classes being offered during a given term, click **View Schedule of Classes**, enter the appropriate institution and term, and click either **Basic Search** or **Advanced Search**.