View My Schedule
with PeopleSoft Version 9.0 Faculty Center

Overview
The PeopleSoft Faculty Center enables faculty members to manage class and student-related activities from one central location, including viewing your teaching schedule by term and accessing your class and grade rosters.

The Faculty Center is used to view My Schedule page, which will display your class schedule for the current term. Following are some accessible schedule viewing options:

- Multiple Terms (Option available if you have taught multiple semesters)
- Show all classes or Enrolled classes only
- Class Roster
- Grade Roster (when available)
- Class Detail
- Weekly Teaching Schedule

To access and view your schedule first you must Log In to the PeopleSoft SIS system and use the following navigation  
[Click here for a guide to accessing PeopleSoft.]

Tip: Instructors can view only the terms for which they are assigned as the instructor.
Listing of class schedule for chosen term displays

- Click button if view of another term is needed. Choose needed term and return. This option is located at top of screen.
- Displays all the instructor class assignments for the chosen term (selected by default).
- Displays only the classes with enrollments for the chosen term.
- Enrolled column displays number of enrolled students.
- View weekly schedule view.
- Option located on subpages, which will return you to my schedule page.
**Class Detail:** Instructors can view a more detailed description of their scheduled courses by clicking on the link, for the specified course, below the class column.

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**ITE 195 - W1**

**Topics in:**

Danville Community College | 2011 Summer | Lecture

**Class Details**

<table>
<thead>
<tr>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>22223</td>
</tr>
<tr>
<td>Session</td>
<td>10 Week</td>
</tr>
<tr>
<td>Units</td>
<td>2 units</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>World Wide Web - ER</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture Required</td>
</tr>
</tbody>
</table>

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
</table>

**Enrollment Information**

**Class Attributes**: Delivered by Danville

**Class Availability**

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>20</th>
<th>Wait List Capacity</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Total</td>
<td>10</td>
<td>Wait List Total</td>
<td>0</td>
</tr>
<tr>
<td>Available Seats</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

ITE 195-W1 is a web-based course. For more information see http://www.dcc.wccs.edu/promo/guidelinenp.html. Contact the instructor by email - sabhott@dcc.wccs.edu - to get instructions to begin class.
**Weekly Schedule**: Click [View Weekly Teaching Schedule] in the bottom left corner to view your teaching schedule in grid format.

**Weekly Schedule**

**Meeting Information not available:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Course Title</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITE 195 - W1 (Lecture)</td>
<td>Topics in:</td>
<td>05/23/2011</td>
<td>07/24/2011</td>
</tr>
</tbody>
</table>

**Display Options**

- [ ] Show AM/PM
- [ ] Show Class Title
- [ ] Show Instructor Role
- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday

**Helpful tips**:

- **Display** a different week, by clicking [<< previous week] or [next week ] at the top.

- **Display** a different period, by selecting a different week and/or by entering a different **Start Time** and/or **End Time**, and clicking the [refresh calendar] button.

- **Display** other options like the **Class Title** or **Instructor Role**, by selecting the appropriate checkboxes under the **Display Options** section and clicking [refresh calendar] button.

To print the schedule as you would any other Internet Page, click the [Printer Friendly Page link] located in the bottom right corner of the schedule.