

Teaching Schedule

Concept

This document reviews the teaching schedule that appears in the Faculty Center.

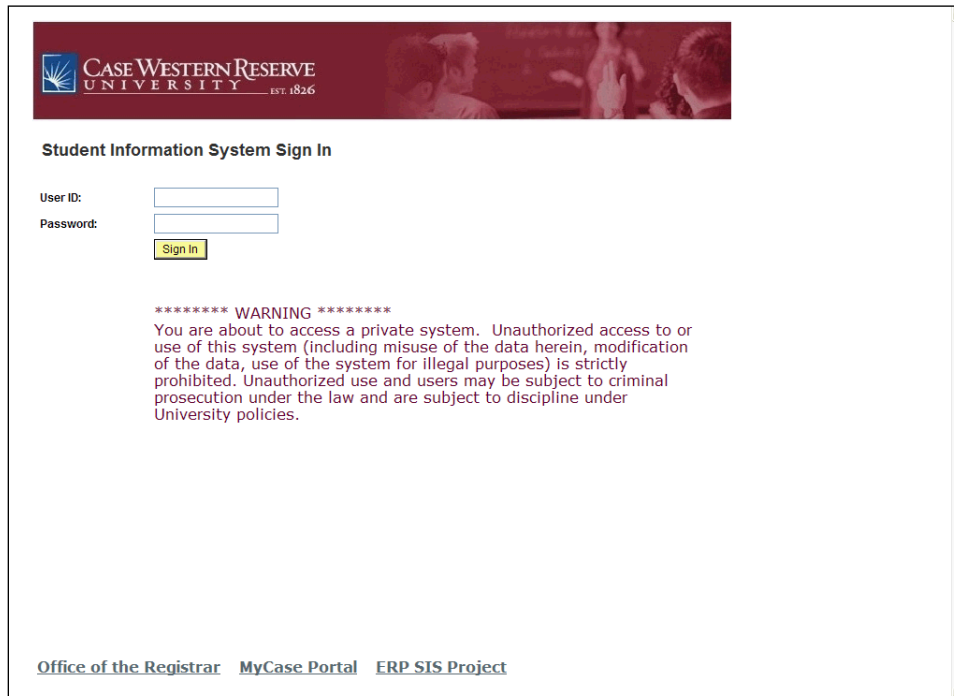
The “**My Teaching Schedule**” table displays the classes that you are currently teaching. The current semester's classes are displayed when the Faculty Center is accessed; however, the **Change Term** button provides the ability to look at an upcoming or previous semester. The teaching schedule can be viewed at the semester level and at the weekly level.

Basic information shown for each class includes:

- Course identification
- Class number
- Class title
- Days/Times the class is offered
- Assigned room for the class
- The beginning and end dates for the class
- The number of students enrolled

Procedure

Use these directions to access the SIS Faculty Center and view your teaching schedule.



Student Information System Sign In

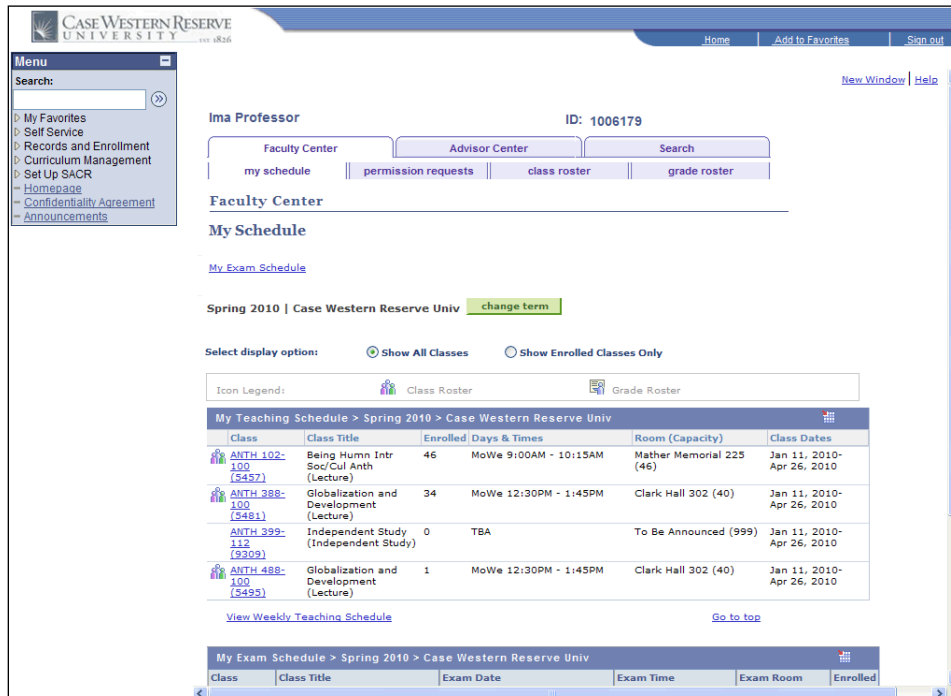
User ID:


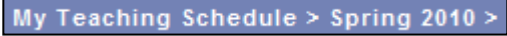
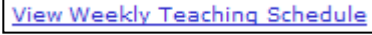
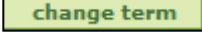
Password:


***** WARNING *****
 You are about to access a private system. Unauthorized access to or use of this system (including misuse of the data herein, modification of the data, use of the system for illegal purposes) is strictly prohibited. Unauthorized use and users may be subject to criminal prosecution under the law and are subject to discipline under University policies.

[Office of the Registrar](#) [MyCase Portal](#) [ERP SIS Project](#)

Step	Action
1.	On the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated Case Network ID password into the Password field. <input type="password"/>
3.	Click the Sign In button. <input type="button" value="Sign In"/>



Step	Action
4.	The Faculty Center appears on the default tab, called My Schedule . 
5.	Your teaching schedule for the most current term is listed in the center of the screen in the table called My Teaching Schedule . 
6.	To look at a week-by-week teaching schedule, click the View Weekly Teaching Schedule link. 
7.	To look at your schedule from a past or future term (if available), click the Change Term button. 

 The Teaching Schedule on the Faculty Center homepage defaults to the current semester. In order to look at the enrollment for classes of a past or upcoming term, click the **Change Term** button to select a term from a list of all terms in which you have taught. Click the radiobutton to the left of a term and click the **Continue** button to see your teaching schedule from that semester. To return to the current term, click on the **Change Term** button again and select the current term.

Teaching Schedule


Select Term

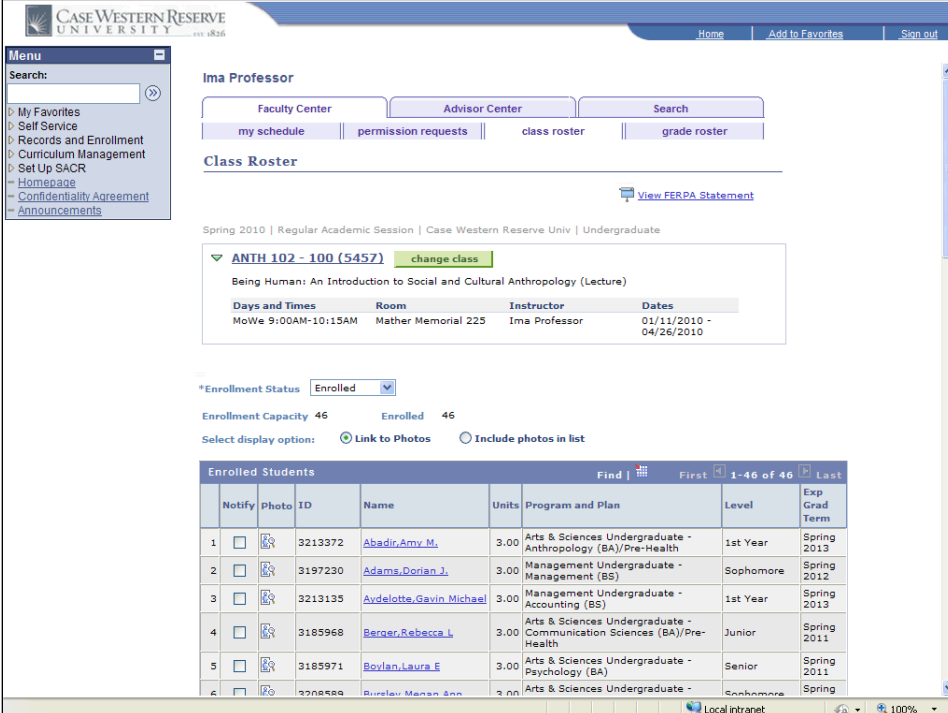
[CONTINUE](#)

Select a term then click Continue.

Term	Institution
<input checked="" type="radio"/> Spring 2007	Case Western Reserve Univ
<input type="radio"/> Fall 2006	Case Western Reserve Univ

[CONTINUE](#)

Step	Action
8.	<p>If a class has enrollment, the Class Roster icon will appear to its left in the schedule. Click on the icon to see a list of students enrolled in the class.</p> <p>Please note: The icons that appear above the teaching schedule are not active; they serve only as a legend to the icons that may appear on the teaching schedule.</p> 



Ma Professor

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Class Roster

[View FERPA Statement](#)

Spring 2010 | Regular Academic Session | Case Western Reserve Univ | Undergraduate

ANTH 102 - 100 (5457) [change class](#)

Being Human: An Introduction to Social and Cultural Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:00AM-10:15AM	Mather Memorial 225	Ma Professor	01/11/2010 - 04/26/2010

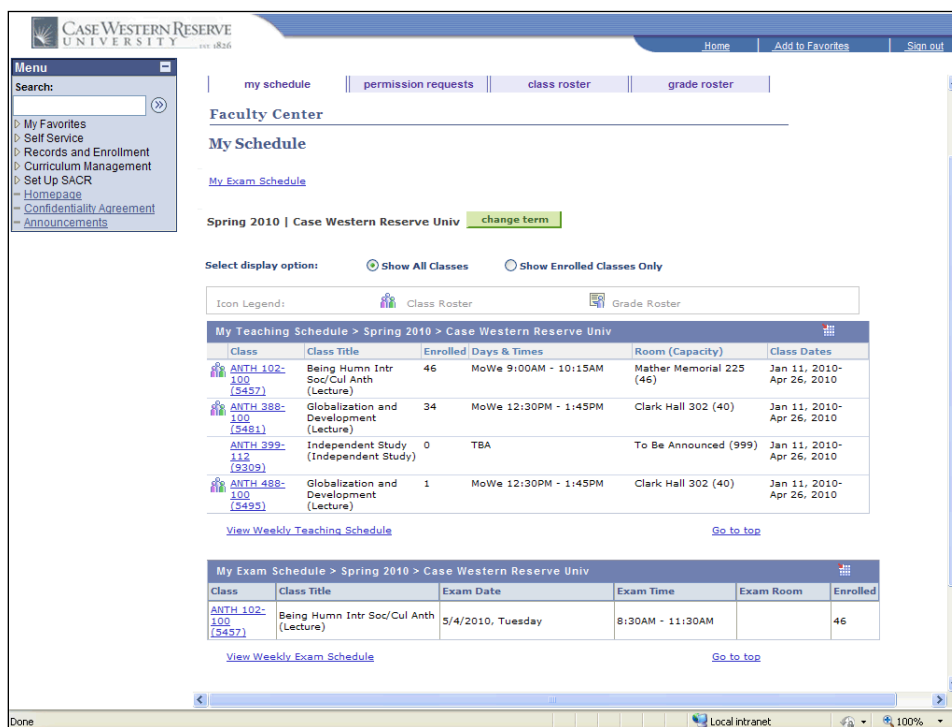
*Enrollment Status: **Enrolled**

Enrollment Capacity 46 | Enrolled 46

Select display option: Link to Photos | Include photos in list

Enrolled Students								
	Notify	Photo	ID	Name	Units	Program and Plan	Level	Exp Grad Term
1	<input type="checkbox"/>		3213372	Abadir, Amy M.	3.00	Arts & Sciences Undergraduate - Anthropology (BA)/Pre-Health	1st Year	Spring 2013
2	<input type="checkbox"/>		3197230	Adams, Dorian J.	3.00	Management Undergraduate - Management (BS)	Sophomore	Spring 2012
3	<input type="checkbox"/>		3213135	Aydelotte, Gavin Michael	3.00	Management Undergraduate - Accounting (BS)	1st Year	Spring 2013
4	<input type="checkbox"/>		3185968	Berger, Rebecca L.	3.00	Arts & Sciences Undergraduate - Communication Sciences (BA)/Pre-Health	Junior	Spring 2011
5	<input type="checkbox"/>		3185971	Bovian, Laura E.	3.00	Arts & Sciences Undergraduate - Psychology (BA)	Senior	Spring 2011
6	<input type="checkbox"/>		3205550	Burke, Megan Ann	3.00	Arts & Sciences Undergraduate -	Sophomore	Spring

Step	Action
9.	<p>A list of all students currently enrolled in the class appears. For more information on the Class Roster, please see the document called Class Roster.</p> <p>To see the roster for a different class, click the Change Class button to be returned to the My Schedule tab.</p> <p>ANTH 102 - 100 (5457) change class</p>
10.	<p>The My Schedule tab also displays your classes' final exam schedule. Click the My Exam Schedule link to be taken to the bottom of the screen, or scroll to the bottom of the screen manually.</p>



my schedule | permission requests | **class roster** | grade roster

Faculty Center

My Schedule

[My Exam Schedule](#)

Spring 2010 | Case Western Reserve Univ change term

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
ANTH 102-100 (5457)	Being Humn Intr Soc/Cul Anth (Lecture)	46	MoWe 9:00AM - 10:15AM	Mather Memorial 225 (46)	Jan 11, 2010-Apr 26, 2010
ANTH 388-100 (5481)	Globalization and Development (Lecture)	34	MoWe 12:30PM - 1:45PM	Clark Hall 302 (40)	Jan 11, 2010-Apr 26, 2010
ANTH 399-112 (5209)	Independent Study (Independent Study)	0	TBA	To Be Announced (999)	Jan 11, 2010-Apr 26, 2010
ANTH 488-100 (5495)	Globalization and Development (Lecture)	1	MoWe 12:30PM - 1:45PM	Clark Hall 302 (40)	Jan 11, 2010-Apr 26, 2010

[View Weekly Teaching Schedule](#) [Go to top](#)

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
ANTH 102-100 (5457)	Being Humn Intr Soc/Cul Anth (Lecture)	5/4/2010, Tuesday	8:30AM - 11:30AM		46

[View Weekly Exam Schedule](#) [Go to top](#)

Step	Action
11.	<p>The exam schedule displays only the classes that are scheduled to have a final exam with their exam days and times.</p> <p>My Exam Schedule > Spring 2010 ></p>
12.	<p>This completes the demonstration of the teaching schedule in the SIS Faculty Center.</p> <p>End of Procedure.</p>