

Viewing My Teaching Schedule

Concept

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

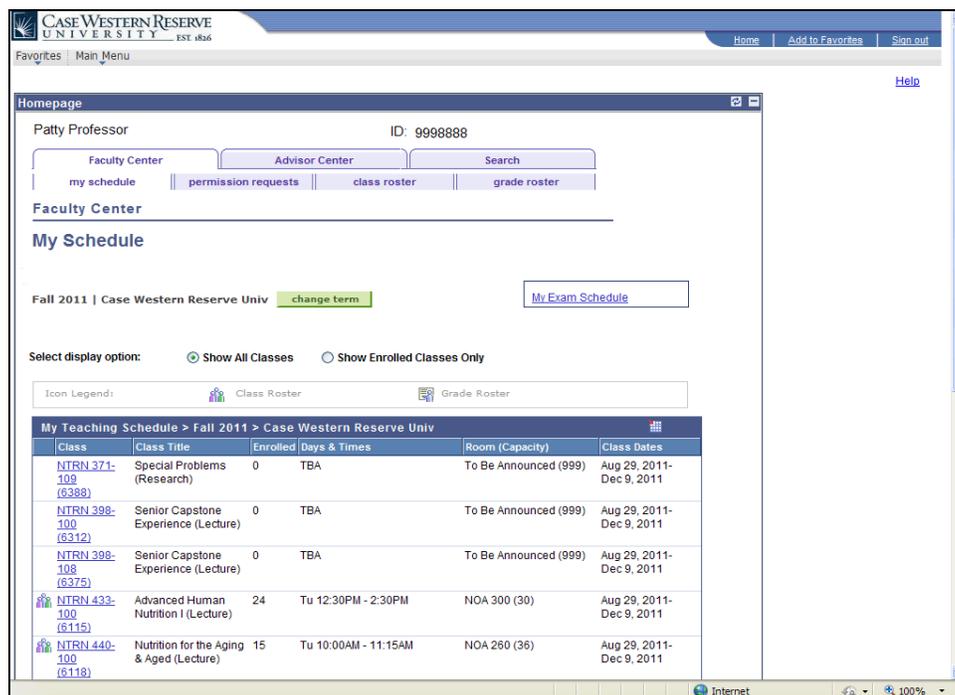
My Teaching Schedule displays the classes that you are currently teaching. The current semester's classes are displayed when the Faculty Center is accessed; however, the **Change Term** button provides the ability to look at an upcoming or previous semester. The teaching schedule can be viewed at the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

Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.



The screenshot shows the 'My Teaching Schedule' page for Fall 2011. The user is logged in as 'Patty Professor' with ID 9998888. The page displays a table of classes being taught, including course numbers, titles, enrollment counts, days/times, room numbers, and class dates.

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
NTRN 371-109 (6388)	Special Problems (Research)	0	TBA	To Be Announced (999)	Aug 29, 2011- Dec 9, 2011
NTRN 398-100 (6312)	Senior Capstone Experience (Lecture)	0	TBA	To Be Announced (999)	Aug 29, 2011- Dec 9, 2011
NTRN 398-108 (6375)	Senior Capstone Experience (Lecture)	0	TBA	To Be Announced (999)	Aug 29, 2011- Dec 9, 2011
NTRN 433-100 (6115)	Advanced Human Nutrition I (Lecture)	24	Tu 12:30PM - 2:30PM	NOA 300 (30)	Aug 29, 2011- Dec 9, 2011
NTRN 440-100 (6118)	Nutrition for the Aging & Aged (Lecture)	15	Tu 10:00AM - 11:15AM	NOA 260 (36)	Aug 29, 2011- Dec 9, 2011

Step	Action
1.	The Faculty Center appears on the default tab, called My Schedule . 
2.	Your teaching schedule for the most current term is listed in the center of the screen in the table called My Teaching Schedule .
3.	To look at a week-by-week teaching schedule, click the View Weekly Teaching Schedule link. 
4.	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 radio button 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.



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
5.	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. 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. 

Patty Professor

Faculty Center | Advisor Center | Search

my schedule | permission requests | class roster | grade roster

Class Roster

Fall 2011 | Regular Academic Session | Case Western Reserve Univ | Graduate

▼ **NTRN 433 - 100 (6115)** [change class](#)

Advanced Human Nutrition I (Lecture)

Days and Times	Room	Instructor	Dates
Tu 12:30PM-2:30PM	NOA 300	Patty Professor	08/29/2011 - 12/09/2011
Fr 2:00PM-2:50PM	NOA 270	Staff	08/29/2011 - 12/09/2011

*Enrollment Status: **Enrolled**

Enrollment Capacity: 999 Enrolled: 24

Select display option: Link to Photos Include photos in list [Class Photo Roster](#)

Enrolled Students Find | First | 1-24 of 24 | Last

Notify	Photo	ID	Name	Send E-mail	Units	Program and Plan	Level	Exp Grad Term
<input type="checkbox"/>		C	E C	noreply@case.edu	4.00	Nutrition (MS) - Nutrition (MS-B)	Masters	Spring 2014
<input type="checkbox"/>		C	E L	noreply@case.edu	4.00	Public Health Nutrition (MS) - Public Health Nutrition (MS-B)	Masters	Summer 2014
<input type="checkbox"/>		C	C S	noreply@case.edu	4.00	Nutrition (MS) - Nutrition (MS-B)	Masters	Spring 2013
<input type="checkbox"/>		C	C V	noreply@case.edu	4.00	Integrated Biomedical Sci (PHD) - Nutrition (PHD)	Doctoral	Fall 2016
<input type="checkbox"/>		C	C C	noreply@case.edu	4.00	Nutrition (MS) - Nutrition (MS-B)	Masters	Spring 2013
<input type="checkbox"/>		C	C J	noreply@case.edu	4.00	Nutrition (MS) - Nutrition (MS-B)	Masters	Spring 2013
<input type="checkbox"/>		C	C h	noreply@case.edu	4.00	Public Health Nutrition (MS) - Public Health Nutrition (MS-B)	Masters	Spring 2014

[1 item remaining] Waiting for https://sisadmin.case.edu:8390/jsp/satrn_1/EMPLOYEE/PSFT_HR/c/SA_LEARNING_MANIA

Step	Action
6.	<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></p>
7.	<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> <p></p>

Student Information System Process Document

Viewing My Teaching Schedule

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > Fall 2011 > Case Western Reserve Univ

Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates
NTRN 371-109 (6388)	Special Problems (Research)	0	TBA	To Be Announced (999)	Aug 29, 2011- Dec 9, 2011
NTRN 398-100 (6372)	Senior Capstone Experience (Lecture)	0	TBA	To Be Announced (999)	Aug 29, 2011- Dec 9, 2011
NTRN 398-108 (6375)	Senior Capstone Experience (Lecture)	0	TBA	To Be Announced (999)	Aug 29, 2011- Dec 9, 2011
NTRN 433-100 (6115)	Advanced Human Nutrition I (Lecture)	24	Tu 12:30PM - 2:30PM	NOA 300 (30)	Aug 29, 2011- Dec 9, 2011
NTRN 440-100 (6118)	Nutrition for the Aging & Aged (Lecture)	15	Tu 10:00AM - 11:15AM	NOA 260 (36)	Aug 29, 2011- Dec 9, 2011
NTRN 516-100 (6121)	Seminar in Dietetics I (Seminar)	17	Mo 9:00AM - 10:20AM	Sears 354 (42)	Aug 29, 2011- Dec 9, 2011
			Mo 10:30AM - 12:00PM	Sears 354 (42)	Aug 29, 2011- Dec 9, 2011
NTRN 561-102 (6131)	Investigative Methods in Ntrn (Lecture)	17	Mo 1:30PM - 4:20PM	Sears 354 (42)	Aug 29, 2011- Dec 9, 2011
NTRN 561-103 (6132)	Investigative Methods in Ntrn (Lecture)	1	TBA	To Be Announced (999)	Aug 29, 2011- Dec 9, 2011

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

My Exam Schedule > Fall 2011 > Case Western Reserve Univ

You have no final exams scheduled at this time.

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[My Schedule](#) [Permission Requests](#) [Class Roster](#) [Grade Roster](#)

Step	Action
8.	The exam schedule displays only the classes that are scheduled to have a final exam with their exam days and times.
9.	This completes the demonstration of the teaching schedule in the SIS Faculty Center. End of Procedure.