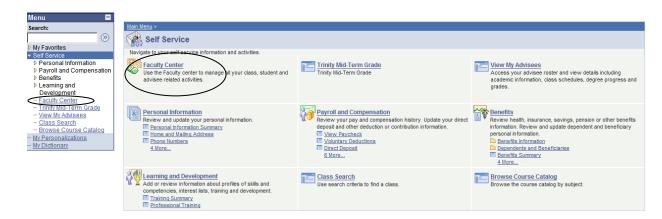
### **View Your Class Schedule and Class Rosters**

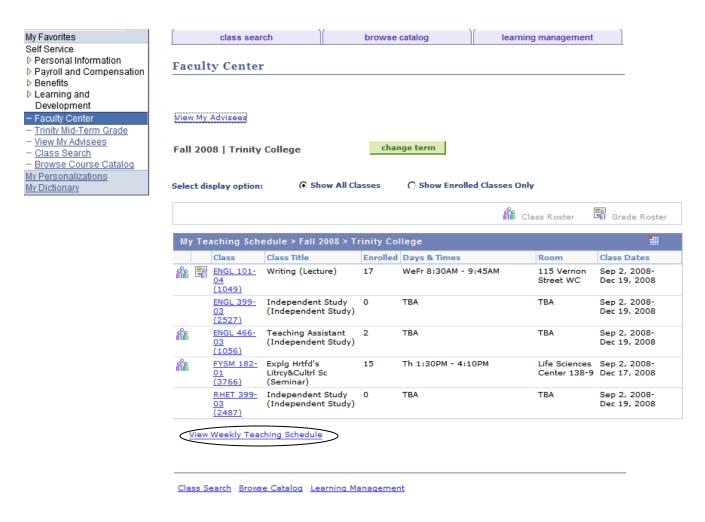


When you get to the TCOnline home menu, click on the **Self Service** link.



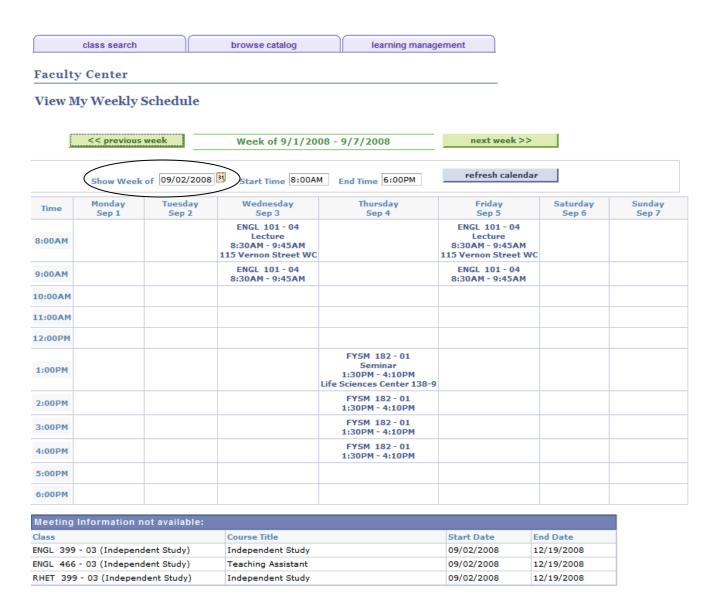
Your menu will appear in two different ways, a summarized menu on the left and a more detailed menu on the rest of the page. You can access pages using either version. This page includes links not only for your class information but for your Human Resources data and the links for class and catalog searches.

Click on the Faculty Center link.



# **View Your Class Schedule**

- 1.) Your class schedule for the current term is displayed on the Faculty Center page. If you wish to select a future or past term, click the Change Term button to select the desired term.
- 2.) To see your schedule in a weekly grid, go to the bottom of this page and click the icon **View**Weekly Teaching Schedule. If you are viewing a future or past term, you will need to change the date at the top of the page to a date within that term.



# **View Your Class Rosters and Waitlists**

- 1.) Start at the **Faculty Center** page.
- 2.) Look under the **My Teaching Schedule** heading. You will see a list of classes and see an icon that is a symbol for class roster. Class Roster This icon will appear for any class that has students enrolled in it.
- 3.) Click on the Class Roster icon for the class that you want to see and you will be taken to the class roster. If your course has a waitlist, the Enrolled Status box will have become a dropdown box and "Waiting" option that you can select to view the students on the waitlist and see their position on the list.

#### **Faculty Center**

#### **Class Roster**

ENGL 101 - 04 Writing

Lecture (1049)

✓ Meeting Information

Fall 2008 | Regular | Trinity College | Undergraduate

Days & Times	Room	Instructor	Meeting Dates	
WeFr 8:30AM - 9:45AM	115 Vernon Street WC	Cynthia L. Butos	09/02/2008 - 12/19/2008	
Enrollment Status Enrolled	•			
Enrollment Capacity 15	Enrolled 17			
,				
			View FERPA Statem	

	Select	display optio	on: ① Link to Photos	() Include photos in list					
E	Enrolled Students				Customize   Find   🏪 💮 First 🗹 1-17 of 17 🕨 Last				
	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level		
1	<u>e</u> q	1		Graded	1.00	Undergraduate - Undeclared	Freshman		
2	<u>@</u> 9	1		Graded		Undergraduate - Undeclared	Freshman		
3	<u>E</u> q	ı	I	Graded	1.00	Undergraduate - Undeclared	Freshman		

C Include photos in list

The roster contains links to student photos, an e-mail link for each student (access by clicking on the student's name), and the major and class year for each student.

Cink to Photos

You may also e-mail your entire class or selected members of the class on this page. At the bottom you will see links to "notify selected students" or "notify all students." Clicking on this link will bring up an e-mail box from you that will blind copy the students. This option is also available for the waitlisted students by selecting the enrollment status of "Waiting" instead of "Enrolled."