

View My Teaching Schedule & Class Roster

This guide will outline how to

- Locate your Teaching Schedule
- View a roster for a class that you are teaching
- Print a roster for a class that you are teaching

Locate your Teaching Schedule

Reminder – do not hit the Back Button in your browser in Student Administration.

1. After logging into myUMBC, click on **Topics** and select the **Faculty Center**.

The screenshot shows the myUMBC Faculty Center interface. At the top, there is a navigation bar with 'Start', 'Topics', 'Community', and 'Help'. Below this, there is a 'Switch Role' section with 'Faculty' and 'Staff' buttons. The main content area is titled 'Faculty Center' and features a large banner image. A callout bubble with the text 'Click once on Teaching Schedule.' points to the 'Teaching Schedule' link in the 'Classes & Grades' section. The 'Classes & Grades' section includes links for 'Teaching Schedule', 'Class Permissions', 'Administrative Reports', 'Academic Dates & Deadlines', 'Undergraduate Catalog', 'Graduate Catalog', and 'Bookstore Textbook Adoptions'. The 'Admin. Systems' section includes links for 'Person Lookup', 'Student Administration', 'Human Resources', and 'Report Exchange (REX)'. The 'Help Resources' section includes links for 'Viewing administrative reports', 'Viewing administrative reports', 'Viewing administrative reports', 'Viewing administrative reports', 'Viewing administrative reports', and 'Viewing administrative reports'.

2. From the Faculty Center of myUMBC, click once on the **Teaching Schedule** link. Your Teaching Schedule will appear.

View a Roster

Teaching Schedule

Susan Dawson

Spring 2011 | UMBC

[View Personal Data Summary](#)
[My Exam Schedule](#)

Click to view the Class Roster

Display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Spring 2011 > UMBC

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|------------------------------------|--------------------------------------|----------|------------------------|--------------------------|----------------------------|
| AMST 100-01 (2233) | Intro. to American Studies (Lecture) | 61 | TuTh 1:00PM - 2:15PM | ACADEMIC BUILDING IV 150 | Jan 26, 2011- May 12, 2011 |
| AMST 200-01 (2235) | Multicultural America (Lecture) | 40 | MoWe 2:30PM - 3:45PM | SONDHEIM HALL 202 | Jan 26, 2011- May 12, 2011 |
| BIOL 123-01 (5230) | Human Genetics (Lecture) | 88 | Th 3:00PM - 4:15PM | ENGINEERING BUILDING LH5 | Jan 26, 2011- May 12, 2011 |
| PHED 111-01 (2882) | Aerobic Conditioning (Lecture) | 30 | TuTh 10:00AM - 11:15AM | RAC | Jan 26, 2011- May 12, 2011 |

View the Class Details.

[View Weekly Teaching Schedule](#)

View your Teaching Schedule in a weekly calendar format.

Please note that the Class Roster icon will only appear for classes that have students enrolled in the class. If you do not see the Class Roster icon to the left of the class, it means that you do not have students enrolled in the class at this time.

3. Click once on the **Class Roster icon** . The Class Roster is displayed.

Teaching Schedule

Susan Dawson

- Faculty Center
- Advisor Center
- Search
- Learning Management

Class Roster

Spring 2011 | Regular Academic Session | UMBC | Undergraduate

▼ **PHED 111 - 01 (2893)** [change class](#)

Aerobic Conditioning (Lecture)

| Days and Times | Room |
|----------------------|------|
| TuTh 10:00AM-11:15AM | RAC |

The drop-down menu only appears when there are students enrolled on the **Waitlist** or who have **Dropped** the class.

*Enrollment Status **Enrolled**

Enrollment Capacity 30 **Enrolled**

Enrolled Students

| ID | Name | Program and Plan | Level | Campus ID | Phone |
|--------------|------------------------|--|--------|-----------|-------|
| 1 2000171478 | Abbasi, Annam H | | | FN87293 | |
| 2 2500086810 | Abzug, Daniel I | | | PI04456 | |
| 3 2500137376 | Ahlas, Victoria A. | P/NP Undergraduate Degree - Biological Sciences - BA/Philosophy Minor | Senior | QQ65450 | |
| 4 3000194732 | Aryal, Bishal | P/NP 1.50 Undergraduate Degree - Environmental Science - BS | Junior | OT28334 | |
| 5 2000155971 | Brundrett, Katherine F | P/NP 1.50 Undergraduate Degree - Psychology - BS | Senior | ZV05412 | |
| 6 2500002453 | Chin-Lee, Alexandra A | P/NP 1.50 Undergraduate Degree - Information Systems - BS/Computer Science Minor | Senior | GM78847 | |
| 7 1000013285 | Copeland, Lauren M | P/NP 1.50 | Senior | BE84200 | |

Click the **download** icon to download the roster to Excel.

Click for a page that can be sent to your printer.

[Printer Friendly Version](#)

If Waitlisted

Waitlisted Students

| ID | Name | Program and Plan | Level | Campus ID | Phone | Status Note |
|--------------|-------------------|---|----------|-----------|--------------|-------------|
| 1 2500107351 | Jones, Benjamin L | Undergraduate Non-Degree - Undecided Non-Degree | Freshman | NW87126 | 410/825-3107 | Pos # 1 |
| 2 2500096906 | Smith, Jake B | Undergraduate Degree - | Freshman | BA35728 | 410/465-4032 | Pos # 2 |

The Waitlist order is noted here.

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If Dropped

*Enrollment Status

Enrollment Capacity 60 Dropped 14

| Dropped Students | | | | | | | |
|------------------|----------------------|--|-----------|-----------|---------------|-------|--------------|
| ID | Name | Program and Plan | Level | Campus ID | Email Address | Phone | |
| 1 2500113064 | Arner, Peter T | Undergraduate Degree - Undergraduate Studies | Sophomore | JM60604 | | | 301/493-2556 |
| 2 2000152571 | Baschenis, Michael W | Undergraduate Degree - Computer Science - BS | Junior | CZ01803 | | | 410/684-2597 |

Note: If a student withdraws from your class during the add/drop period, the student's name will not be removed from your roster. You will see the withdrawn student's name with a credit of 0 in the credit column next to his/her name.

Printing a Grade Roster

Class Rosters are printed from within your internet browser. It is recommended to select the Printer Friendly Version link prior to printing your roster, which is located at the bottom of the class roster page.

Printing in Firefox:

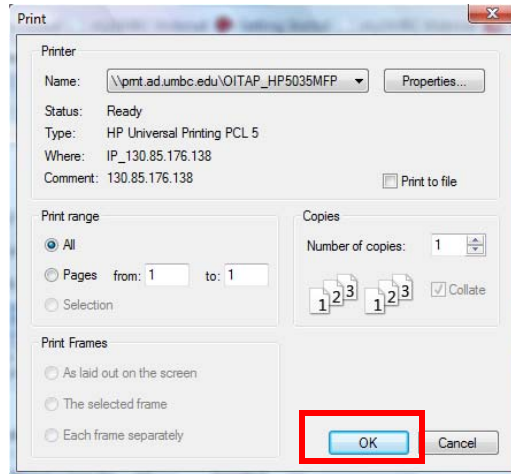
1. Navigate to your desired PeopleSoft page.
2. Click once on the page you are currently viewing.
3. Right mouse click on page and select **"This Frame > Print Frame."**

The screenshot shows a PeopleSoft interface for a class titled "AMST 100 - 01 Intro. to American Studies". The page includes a "Meeting Information" table, an "Enrollment Status" dropdown set to "Enrolled", and an "Enrolled Students" table. A context menu is open over the "Enrolled Students" table, with the "This Frame" option selected, which has opened a sub-menu where "Print Frame..." is highlighted. The "Enrolled Students" table contains the following data:

| ID | Name | Grade Basis | Units | Program and Plan | Level | Instructor |
|--------------|--------------------------|-------------|-------|---|----------|-------------|
| 1 3000184643 | Alves, Deven John | Graded | 3.00 | Undergraduate Degree - Undergraduate Studies | Freshman | Beth Oertel |
| 2 3000273639 | Brown, Jessica Michelle | Graded | 3.00 | Undergraduate Degree - Undergraduate Studies | Freshman | Beth Oertel |
| 3 2500043888 | Danji, Daniel | Graded | 3.00 | Undergraduate Degree - Political Science - BA | Junior | Beth Oertel |
| 4 2000197301 | Drude, Alexander N | Graded | 3.00 | Undergraduate Degree - Chemical Engineering | Junior | Beth Oertel |
| 5 3000171821 | Eckhoff, Andrew Sullivan | Graded | 3.00 | Undergraduate Degree - Environmental Science - BS | Freshman | Beth Oertel |

4. The Printer window appears. Select the correct printer and click **OK**.

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View My Teaching Schedule & Class Roster

Printing in Internet Explorer:

1. Navigate to your desired PeopleSoft page.
2. In IE, **right mouse click** on page and select "**Select All.**"

AMST 100 - 01 Intro. to American Studies
Lecture (2233) [Class Detail](#)
Spring 2011 | Regular Academic Session | UMBC | Undergraduate

Meeting Information

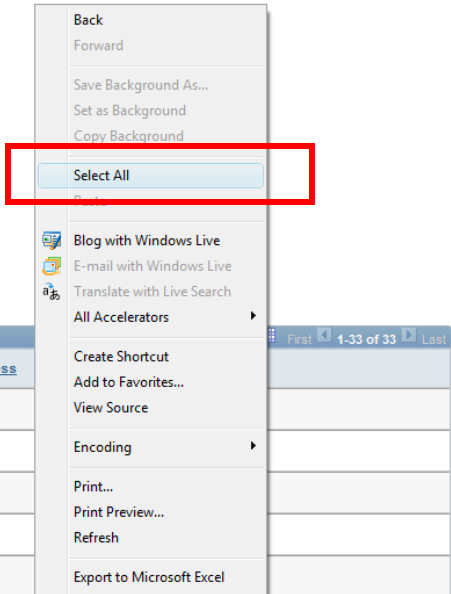
| Days & Times | Room | Instructor | Meeting Dates |
|----------------------|--------------------------|-------------|-------------------------|
| TuTh 1:00PM - 2:15PM | ACADEMIC BUILDING IV 150 | Beth Oertel | 01/26/2011 - 05/12/2011 |

*Enrollment Status:

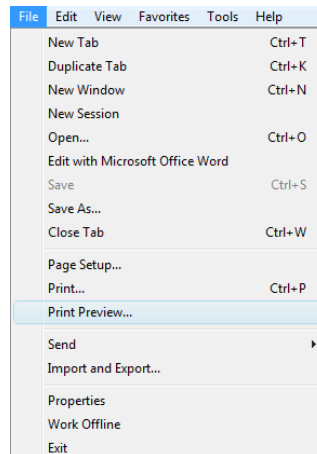
Enrollment Capacity: 60 Enrolled: 33

Enrolled Students

| ID | Name | Grade Basis | Units | Program and Plan | Level | Email Address |
|--------------|-------------------------|-------------|-------|---|----------|---------------|
| 1 3000184643 | Alves,Deven John | Graded | 3.00 | Undergraduate Degree - Undergraduate Studies | Freshman | |
| 2 3000273639 | Brown,Jessica Michelle | Graded | 3.00 | Undergraduate Degree - Undergraduate Studies | Freshman | |
| 3 2500043888 | Danji,Daniel | Graded | 3.00 | Undergraduate Degree - Political Science - BA | Junior | |
| 4 2000197301 | Drude,Alexander N | Graded | 3.00 | Undergraduate Degree - Chemical Engineering | Junior | |
| 5 3000171821 | Eckhoff,Andrew Sullivan | Graded | 3.00 | Undergraduate Degree - Environmental Science - BS | Freshman | |



3. Select **File > Print Preview**



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4. Select "As selected on screen" and "Shrink to Fit" from the Print Preview window.

https://csdb6-web.ps.umbc.edu/psc/csdb6/EMPLOYEE/HRMS&SA_LEARNING_MANAGEMENT...

SOPHOMORE

Print | Go Back | Cancel | Refresh | Forward | Search | View Page | Log Out

Class Roster

Display 10 of 10 Page for Faculty Role: Student | UMBC | 10/20/2010

▼ ASSIST_1001 - 01 (3322) [View Details](#)

Information for Professor: **Sharon J. O'Neil**

| Class | Section | Room | Enrollment | Status |
|-----------|---------|------|------------|--------|
| ASST_1001 | 01 | 0200 | 10 | OPEN |

*Boardroom, Room: 777000

Boardroom, Capacity: 100

| ID | Name | Class | Credits | Program and Plan | Level | Campus ID | Shift | Phone |
|---------|----------------|-------|---------|--|-------|-----------|-------|--------------|
| 1001001 | Sharon, Sharon | Class | 3.00 | Engineering Degree - Bachelor of Science in Mechanical Engineering | Under | 0200 | | 410-414-2101 |
| 1001002 | Sharon, Sharon | Class | 3.00 | Engineering Degree - Bachelor of Science in Mechanical Engineering | Under | 0200 | | 410-414-2101 |
| 1001003 | Sharon, Sharon | Class | 3.00 | Engineering Degree - Bachelor of Science in Mechanical Engineering | Under | 0200 | | 410-414-2101 |

5. Click the Print Icon.

