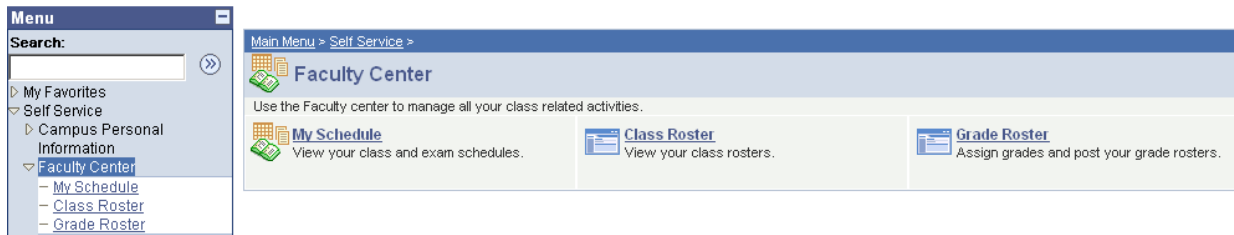


## “How to” navigate in Self Service



The Self Service > Faculty Center is your main focal point to do these activities:

- View your class schedule
- View your weekly schedule
- Access your class roster
- Print your class roster
- Enter your grades

From the startup menu, click Self Service and Faculty Center and My Schedule.

The current term displays. **2010 Summer | Frederick Community College** [change term](#)

To change terms, click on the [change term](#) button and select the term that you want to see your schedule for and click on the [CONTINUE](#) continue button.

You will see the classes you are teaching. From these links you can click to see your class schedule, your weekly schedule, your class roster and when available; your grade roster. Your grade roster icon will not show until approximately one week before classes end. Options under these pages include printer friendly pages to print using File/Print and the option to download your rosters to excel.

The screenshot shows the 'My Schedule' page for the 2009 Fall term at Frederick Community College. It includes a search bar, a 'change term' button, and a 'View Textbook Summary' / 'My Exam Schedule' button. Below, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An icon legend identifies symbols for Class Roster, Grade Roster, and Learning Management. A table lists the following classes:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">HE 204-ONL2 (1927)</a>	Health Education (Lecture)	20	TBA	Online	Aug 22, 2009- Dec 12, 2009
<a href="#">PE 154-6 (1965)</a>	Fitness for Living (Lecture)	23	Tu 6:00PM - 8:35PM	D Building Room 126	Aug 22, 2009- Dec 12, 2009

Below the table is a link: [View Weekly Teaching Schedule](#). Arrows from the text below point to the class icons and this link.

For your class roster, use this link, for your grade roster use this link and for your schedule, use the blue schedule link.