TOWSON ONLINE SERVICES
Log in, View your schedule, & Access your class roster

TU | TOWSON UNIVERSITY.

Accessing the Faculty Dashboard

+ Go to **mytu.towson.edu**

+ Select the tile for **Towson Online Services Faculty Dashboard.** (This is the preferred tile).
  - Login with your NetID (your username) and Password
  - This will take you directly to your Faculty Dashboard

Towson Online Services Faculty Dashboard
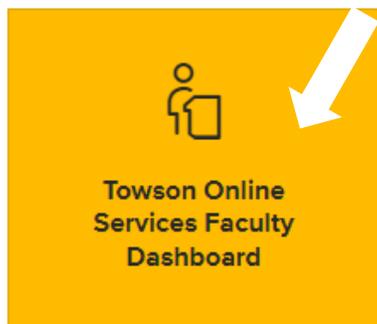
+ You might also select Towson Online Services/Peoplesoft.
  Then select the **Student & Faculty Dashboard** tab to access your Faculty Dashboard.
 + Login with your NetID (your username) and Password.

Towson Online Services / PeopleSoft | 1

Student & Faculty Dashboard | 2

+ Your **Faculty Dashboard** should look like this:

**TU TOWSON UNIVERSITY.** ☰ Dashboard

🏠 Dashboard

Hello Suzanne!
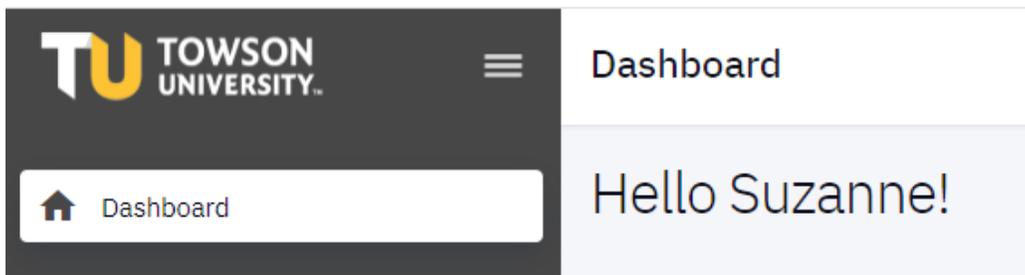
Faculty Dashboard

+ In the dashboard select "**Schedule**" from the left menu bar
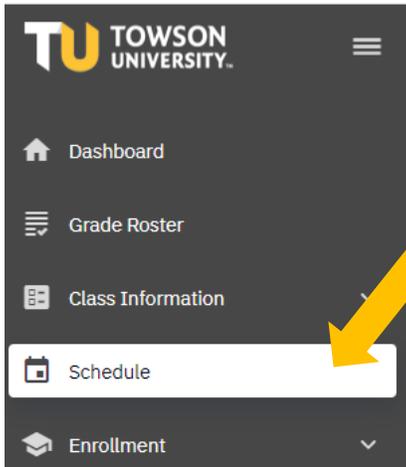
+ Change Time Period from "**Month**" to "**Week**," and change "**Today**" to the first week of classes to view your schedule.
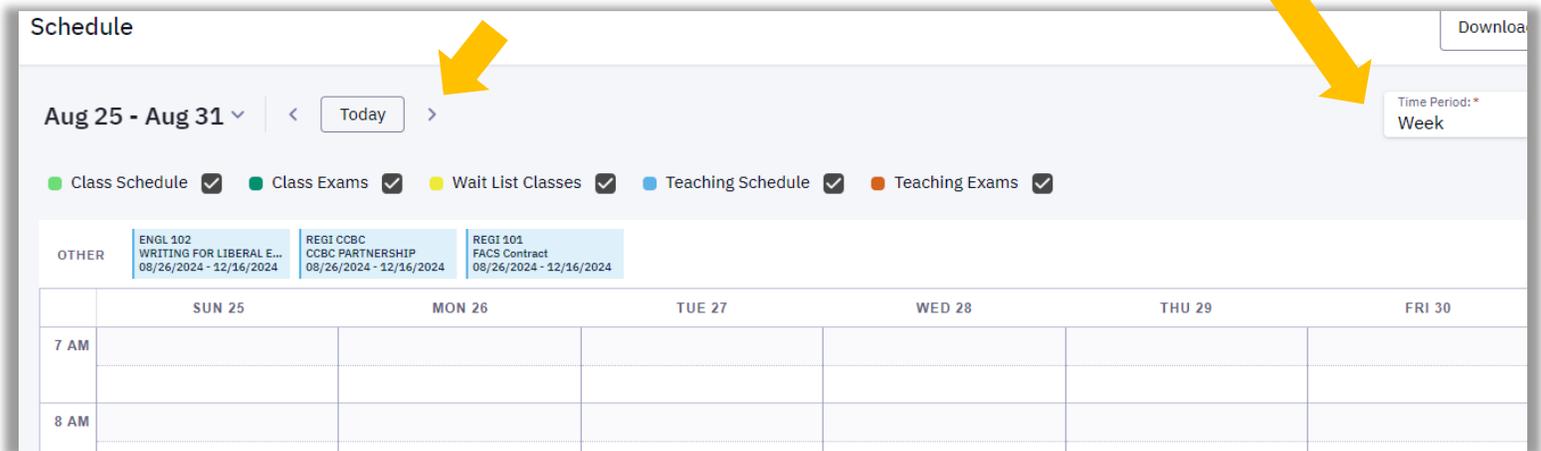

If you do not see classes you are expecting to see in your "**Schedule**," it may be because the contract is not completed. You will be assigned to your classes and you can view your classes once the department issues your contract and it is approved.

If you login to your MyTU page and get the icons below, please close the browser and try the steps above. This platform is not maintained and is not recommended.

Desktop Menu

Peoplesoft Desktop Menu

+ The **Calendar view** can be changed to the **List view** by selecting the icon with the three bullet points in the top right corner of the **Schedule** page. You might prefer this if you teach asynchronous online classes.
  Then you can toggle between **Calendar** or **List** view.
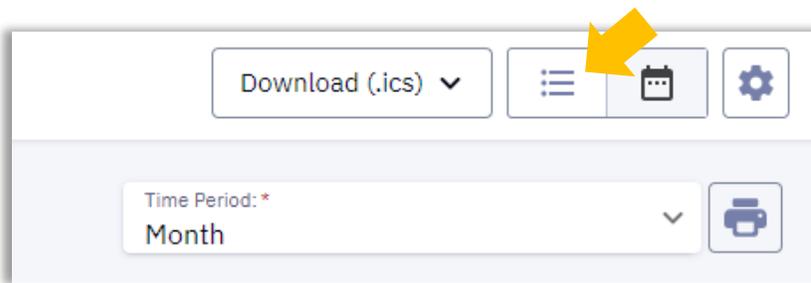

+ In **List view** you will see the day you are teaching classes (i.e. a MW class will show up on Monday and Wednesday) under the "Teaching Schedule" tab.

+ Asynchronous online classes will show up as "Other" at the top of the screen instead of under the assigned day of the week.

+ The dates can be changed using the Calendar drop-down option at the top left of the Schedule view.
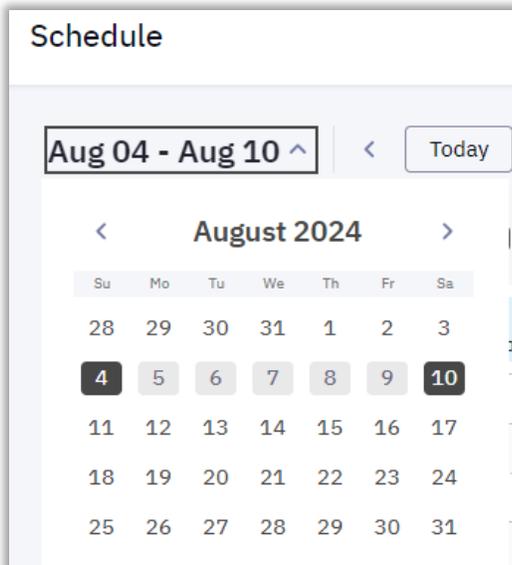
Class Details

+ On your **Schedule** page, click on the "**List View**." Next to the class you will see a small arrow. Click to expand the class information page. You will see information such as session, course description, how many units, class notes, prerequisites, and attributes.

CLASS	DESCRIPTION	INSTRUCTOR	START	END	DATES	ROOM
BIOL 120L 030-LAB (1437)	PRINCIPLES OF BIOLOGY [LAB]	Joe Dusel	12:30 pm	3:00 pm	07/07 - 08/10	BIOL Excl Teaching Lab

INFORMATION

Class Number:	1437
Career:	Undergraduate
Session:	Five Week - 2nd
Units:	1 units
Grading:	UNDERGRADUATE GRADING
Description:	Biological principles common to plants and animals. Topics include scientific investigation, genetics, evolution and ecology. Not for credit toward Biology major or minor. Not open to those who have successfully completed BIOL 110, 115, 201 or BIOL 200/ BIOL 200L. Corequisite: BIOL 120 (lecture). Successful completion of both satisfies. Core: Lab and Non-Lab Sciences. Lab/Class fee will be assessed.
Enrollment Requirements:	BIOL120L requires BIOL 120 (lecture section) be taken concurrently. Withdrawal from either Lec or Lab is possible only after Change of Schedule.
Class Attributes:	Core Category 7: Bio & Physical Sci (Lab only) Core Category 8: Bio & Physical Sci(Lab & Non-Lab) Group II.A Scientific Inquiry

DETAILS

Instructor:	Joe Dusel
Dates:	07/07/2022 - 08/10/2022
Meets:	MoWe 12:30pm - 3:00pm
Room:	SC3123
Topic:	-
Campus:	Main Academic Campus
Location:	On Campus
Components:	Laboratory Required

+ Under "Details" you will see Instruction Mode, Meeting Day/Time and Classroom, Wait List, Enrollment Total, and Available Seats.

DETAILS

Instructor:	Suzanne M. Hill
Dates:	08/29/2022 - 12/20/2022
Meets:	TBA
Instruction Mode:	Online
Room:	ONLINE
Topic:	-
Campus:	Online Campus
Location:	Towson University
Components:	Lecture Required

TEXTBOOKS   Buy Books

Please click the "Buy Books" button below to view the book(s) associated with this course.

AVAILABILITY

Status:	Wait List
Seats Open:	0/18
Wait List Open:	1/4

Class Roster

+ To access your roster for each class, click on "**Class Roster**" on the menu to the left of the screen.
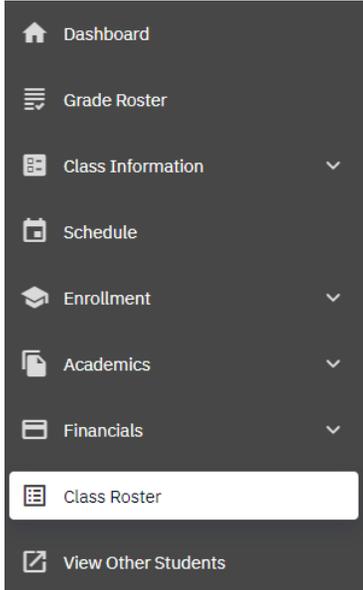
+ Choose the appropriate semester in the Term drop-down box in the upper left corner.

Class Roster

Term:
Fall 2024

CLASS	DESCRIPTION
ENGL 102 901-LEC (2567)	WRITING FOR LIBERAL EDUCA
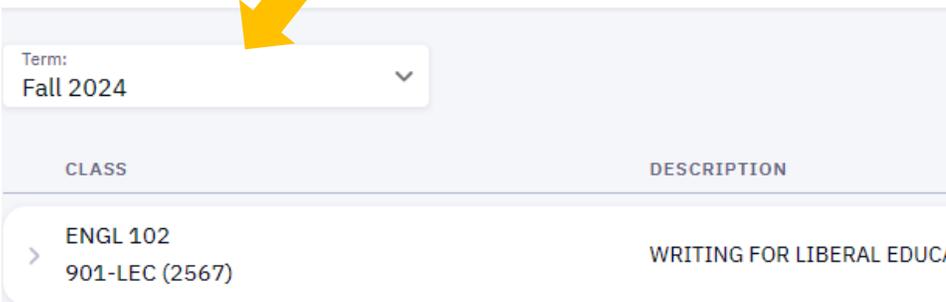
+ Next select "View Students" for the class you want to access. You can filter between enrolled, waitlisted, and dropped. This view will provide information on each student enrolled including photo, TU ID, program of study, number or units, and phone number.

BIOL 120 325-LEC (2153)	PRINCIPLES OF BIOLOGY [LEC]	13	View Students
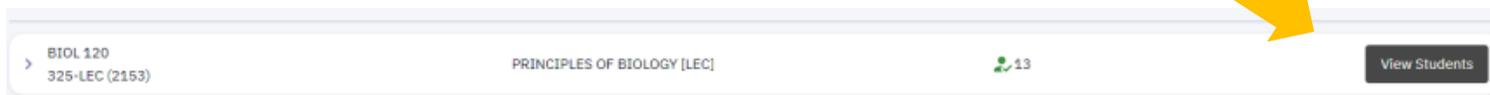
STUDENT ▼	PROGRAM	PLAN	LEVEL	UNITS
	Bachelor of Science	Pre-Nursing	Sophomore	3
T	Bachelor of Science	Interdisciplinary Studies	Freshman	3
N	Bachelor of Science	Psychology	Junior	3
	Bachelor of Science	Psychology / Family Studies	Junior	3

+ Print:

You can print or download the roster by clicking on either icon in the upper right corner.
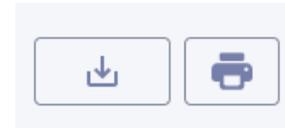
+ Email:

You can send an individual email by clicking on each student's name or you can email the entire class roster by selecting the email icon in the upper right corner. You can also select specific students to email by clicking on the check box next to their name and then choose "selected" from the email drop down menu. If you choose to email a few students at a time, make sure you select the students using the check box before selecting the email icon.
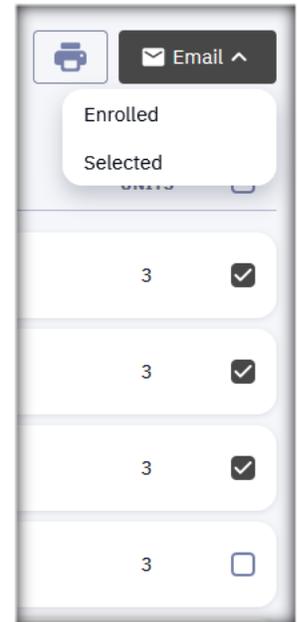
You will be taken to this page where you can type your message and send it via Outlook.
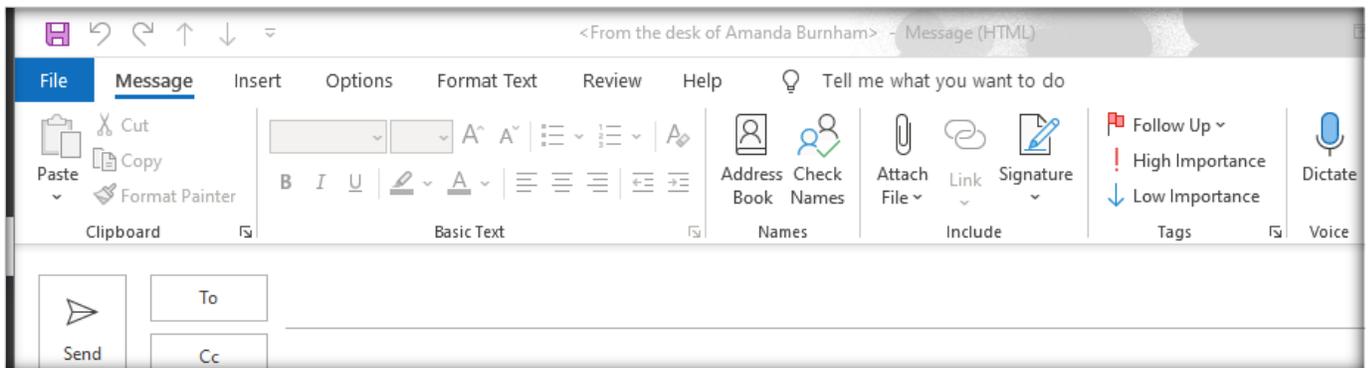
Final Exams

+ To view the university final exam schedule, click on the link to "**Public Links**" option on the menu to the left of the screen. From the drop-down menu, select "**Exam Schedule**"
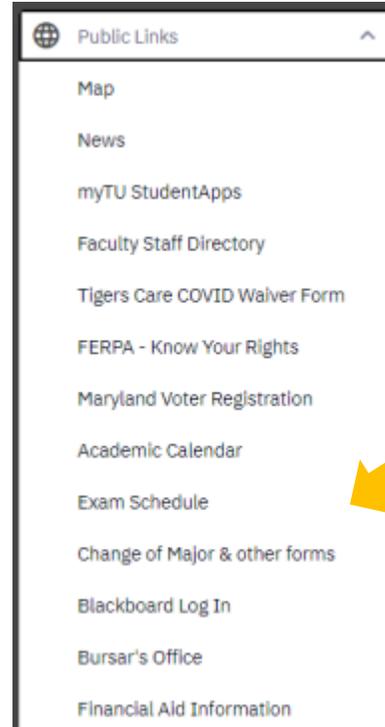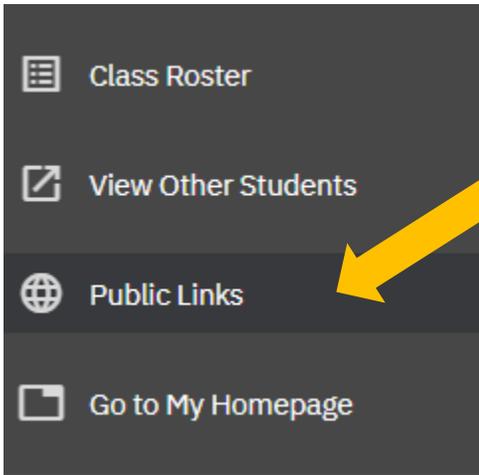
+ The final exam link will take you to the University Registrar's Final Exam Schedule website.

+ A link to the grading memo is at the top of the page.

+ Then scroll down to find the Exam Matrix.

Final Exam Matrix

+ To read the Fall 2024 exam matrix in the example below, find your class day and time. For example, if your class meets Mon-Wed-Fri 10:00-10:50am, your exam will be held December 16 from 8:00-10:00am in your regularly-scheduled classroom.

EXAM HOURS	DECEMBER 10 (TUESDAY)	DECEMBER 11 (WEDNESDAY)	DECEMBER 12 (THURSDAY)	DECMEBER 13 (FRIDAY)	DECEMBER 16 (MONDAY)
8-10 a.m.	T/Th 8-9:15 a.m.	MWF 9-9:50 a.m.	T/Th 9:30-10:45 a.m.	MWF 8-8:50 a.m.	MWF 10-10:50 a.m.
10:15 a.m.-12:15 p.m.	FREE	FREE	T/Th 11 a.m. - 12:15 p.m.	MWF 12-12:50 p.m.	MWF 11 - 11:50 a.m.
12:30-2:30 p.m.	T/Th 12:30 - 1:45 p.m.	MWF 1-1:50 p.m.	FREE	MW 12:30-1:45 p.m.	FREE
3-5 p.m.	T/Th 3:30-4:45 p.m.	F 2-4:45 p.m.	T/Th 2-3:15 p.m.	MW 3:30-4:45 p.m.	MW 2-3:15 p.m.

+ **Evening Classes** also have specified final exam times:

> **5:15-7:15 p.m.** - Classes with a start time between 4-5:30 p.m. meet on their regularly scheduled evening at 5:15 p.m.
>
> **7:30-9:30 p.m.** - Classes with a start time of 6 p.m. or later meet on their regularly scheduled evening at 7:30 p.m.

+ **Off Matrix Classes** do not fit within the normal exam matrix above. Off matrix classes hold the final exam according to the regular meeting times they fall within, based on start time. For example: if your class meets T or Th (one day a week) at 1:00-3:40pm, based on the start time you will use the exam period for T/Th at 12:30-1:45pm. Your exam will be December 10 at 12:30-2:30pm in the regularly-scheduled classroom.

EXAM HOURS	DECEMBER 10 (TUESDAY)	DECEMBER 11 (WEDNESDAY)	DECEMBER 12 (THURSDAY)	DECMEBER 13 (FRIDAY)	DECEMBER 16 (MONDAY)
8-10 a.m.	T/Th 8-9:15 a.m.	MWF 9-9:50 a.m.	T/Th 9:30-10:45 a.m.	MWF 8-8:50 a.m.	MWF 10-10:50 a.m.
10:15 a.m.-12:15 p.m.	FREE	FREE	T/Th 11 a.m. - 12:15 p.m.	MWF 12-12:50 p.m.	MWF 11 - 11:50 a.m.
12:30-2:30 p.m.	T/Th 12:30 - 1:45 p.m.	MWF 1-1:50 p.m.	FREE	MW 12:30-1:45 p.m.	FREE
3-5 p.m.	T/Th 3:30-4:45 p.m.	F 2-4:45 p.m.	T/Th 2-3:15 p.m.	MW 3:30-4:45 p.m.	MW 2-3:15 p.m.

If you have questions about your Final Exam, or you are concerned about a possible conflict (especially if your class is off-matrix), contact your department administrative assistant.

Change of Schedule

+ Students have approximately 10 days after the first day of class to change their schedule by adding or dropping classes without a W (withdrawal) grade. Please double-check your **Class Roster** after Change of Schedule ends because students may have added or dropped your class.
    For Fall 2024, the last day of Change of Schedule is Wednesday, September 4.

+ Please avoid having students attend your class all semester long if they are not on your Class Roster. If a student is not on your roster, they cannot attend the class. Students must be officially registered and on the class roster to attend. If a student is sitting in your class who is **NOT** on your Class Roster, please notify the student. Also notify your department administrative assistant and the Registrar's Office as soon as possible.

+ If a student wants to add your class after Change of Schedule, contact your department administrative assistant for help.

Grades: FX and Incomplete

More detailed information will be coming out later in the semester about grades,
but it is important to understand FX and Incomplete grades and how they are used.

+ Grade rosters are created after the last day to withdraw. Then a "Grades Memo" will be emailed from the Registrar's office to explain grading and deadlines.
    Please note: a grade of W will require a "**Never Attended**" or "**Attended Once or More**" notation from you before grades can be saved or posted. Therefore, it's important to keep track of this information for students who withdraw. They may drop off your Blackboard roster, but they will still be on your official roster.

    The grade of FX should be given if a student never attends or stops attending prior to the withdrawal deadline. If the student attends after the withdrawal deadline, they should be given the grade that was earned. A grade of **FX** will require you to post the date of last attendance.

    The grade of Incomplete should be given only if the student has an emergency or unforeseeable circumstance occur after the withdrawal deadline and is able to provide documentation to the faculty member. Faculty should remember that for any Incomplete that they give, they should create an agreement with the student as to when the final work is expected. While the university allows up to 180 days for an Incomplete before it lapses to an F grade, the faculty member has the authority to determine the appropriate deadline prior to that cutoff. There is a form available here that the instructor can use to make an agreement with the student for completion of work:
    https://www.towson.edu/registrar/grades/incomplete-grades.html

Questions?

For questions about your **NetID**, your **class schedule**, your **contract**, or your **class roster**, contact your department's Administrative Assistant.

For questions about your Towson University **account**, **logging in**, or **re-setting** your password, contact the Office of Technology Services [OTS] Help Center at 410-704-5151. OR you can submit an **online request** at the Faculty Staff Help Center web page to the **TechHelp Client Portal** - https://techhelp.towson.edu/TDClient/1879/Portal/Home

For any questions in regards **university faculty and academic policies**, please consult your faculty handbook:
https://www.towson.edu/provost/academicresources/handbook.html