PAWS Tutorial “Faculty Center – My Schedule”

Slide notes: Click to add notes for the selected slide

Text Captions: To jump to a section in this tutorial, select a link below.
* Sign In
* Navigate to Faculty Center
* My Schedule
* Change Term
* See all Classes vs. Classes with Enroll
* Export to Excel
* Class Roster Icon
* Grade Roster Icon
* View Weekly Teaching Schedule

Slide 2

Text Captions: Sign In

Slide 3

Slide notes: Click to add notes for the selected slide

Text Captions: Sign In

Slide 4

Slide notes: Click to add notes for the selected slide

Text Captions: The PAWS Sign in page is at www.paws.uwm.edu.
Slide 5
Slide notes:
Text Captions: Your PAWS window will open.
Your menu items on the left will depend on your security access.

Slide 6
Slide notes: Click to add notes for the selected slide
Text Captions: Navigate to Faculty Center

Slide 7
Slide notes:
Text Captions: Select the Self Service link.

Slide 8
Slide notes:
Text Captions: The right side of PAWS window changes.
Slide 9
Slide notes:
Text Captions: Notice Faculty Center appears on the left and on the right.

Slide 10
Slide notes:
Text Captions: Faculty Center has three pages:
My Schedule
Class Roster
Grade Roster

Slide 11
Slide notes:
Text Captions: Select the My Schedule link.

Slide 12
Slide notes: Click to add notes for the selected slide
Text Captions: The My Schedule page displays.
In this tutorial you will learn how to use the Faculty Center My Schedule page. Important features include:

1) Change the Term
2) See All Classes vs. Classes with Enrollment
3) Export to Excel
4) Class Roster icon
5) Grade Roster icon
6) View Weekly Teaching Schedule

This is the Faculty Center - My Schedule page.

My Schedule allows you to open any of your Class Rosters or Grade Rosters that are currently available for a specific term.
Slide 17
Slide notes: Click to add notes for the selected slide
Text Captions: In this example, we are looking at Spring 2009.

Slide 18
Slide notes: Click to add notes for the selected slide
Text Captions: In this example, both Class Roster icons and Grade Roster icons are available.

Slide 19
Slide notes: Click to add notes for the selected slide
Text Captions: Important note: Grade Roster icons do not appear until a specific time during a semester. Usually one week before the last day of classes.

Slide 20
Slide notes: Click to add notes for the selected slide
Text Captions: Change Term
Slide 21
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Change Term button to view a different semester.

Slide 22
Slide notes: Click to add notes for the selected slide
Text Captions: The Select Term page appears.
Select the radio button next to the term you want to open.
For this example, Fall 2009 will be selected.

Slide 23
Slide notes: Click to add notes for the selected slide
Text Captions: Then select the Continue button.

Slide 24
Slide notes: Click to add notes for the selected slide
Slide 25
Slide notes: Click to add notes for the selected slide
Text Captions: Now the Fall 2009 schedule appears.

See all Classes vs. Classes with Enrollment

Slide 26
Slide notes: Click to add notes for the selected slide
Text Captions: See all Classes vs. Classes with Enrollment

Slide 27
Slide notes: Click to add notes for the selected slide
Text Captions: Select display option allows you to see the list of:
1) All classes
2) All classes with enrollment
that you are attached to as the instructor
For this example, Show Enrolled Classes Only option shows two classes.

Slide 28
Slide notes: Click to add notes for the selected slide
Text Captions: Select Show All Classes radio button.
Slide 29
Slide notes: Click to add notes for the selected slide
Text Captions: This example shows over 14 classes. Use the scroll bar to move through the list.

Slide 30
Slide notes: Click to add notes for the selected slide
Text Captions: Notice classes without enrollment do not have a Class Roster icon.

Slide 31
Slide notes: Click to add notes for the selected slide
Text Captions: Notice classes without enrollment do not have a Class Roster icon.

Slide 32
Slide notes: Click to add notes for the selected slide
Text Captions: Export to Excel
Slide 33
Slide notes: Click to add notes for the selected slide
Text Captions: Select the Export to Excel icon to copy your schedule and paste it into Excel.
Note: Make sure your Pop-Up Blocker is turned off.
Note: If using Internet Explorer, hold down the Ctrl key on your keyboard and then click the icon.

Slide 34
Slide notes: Click to add notes for the selected slide
Text Captions: Select OK if prompted prior to opening Excel.

Slide 35
Slide notes:
Text Captions: The Microsoft Excel window opens.

Slide 36
Slide notes:
Text Captions: You may or may not receive an error message, click the Yes button to continue.
Slide 37
Slide notes:
Text Captions: Your Schedule will appear.

Slide 38
Slide notes:
Text Captions: When you are done, close Microsoft Office Excel. You may save the file to a local directory. For this example, the file will not be saved.

Slide 39
Slide notes: Click to add notes for the selected slide
Text Captions: Class Roster Icon

Slide 40
Slide notes: Click to add notes for the selected slide
Text Captions: From the Faculty Center My Schedule, select the Class Roster from the left side of table for the appropriate class. Note: The Class Roster tutorial will demonstrate all the features of the Class Roster page.
Slide 41
Slide notes: Click to add notes for the selected slide
Text Captions: Grade Roster Icon

Slide 42
Slide notes: Click to add notes for the selected slide
Text Captions: From the Faculty Center My Schedule, select the Grade Roster from the left side of table for the appropriate class.
Note: Grade Roster icons do not appear until a specific time during the semester. Usually one week before the last day of classes.
Note: The Grade Roster tutorial will demonstrate all the features of the Grade Roster page.

Slide 43
Slide notes: Click to add notes for the selected slide
Text Captions: View Weekly Teaching Schedule

Slide 44
Slide notes: Click to add notes for the selected slide
Text Captions: From the Faculty Center, scroll to the bottom of My Schedule page.
Slide 45
Slide notes: Click to add notes for the selected slide

Text Captions: Select the View Weekly Teaching Schedule to see a calendar view.

Slide 46
Slide notes:
Text Captions: Select the View Weekly Teaching Schedule to see a calendar view.

Slide 47
Slide notes: Click to add notes for the selected slide
Text Captions: Your View My Weekly Schedule page will display.

Slide 48
Slide notes: Click to add notes for the selected slide
Text Captions: Use the Previous Week and Next Week buttons to change the calendar dates.
Slide 49
Slide notes: Click to add notes for the selected slide
Text Captions: Click to add notes for the selected slide
Make sure to select Refresh Calendar button to update the grid.

Slide 50
Slide notes: Click to add notes for the selected slide
Text Captions: Use the scroll bar to see details at the bottom of the page.

Slide 51
Slide notes:

Slide 52
Slide notes:
Slide 53
Slide notes:
Text Captions: Additional Display Options can be selected at the bottom of the page.

Slide 54
Slide notes:
Text Captions: Select the Refresh Calendar button.

Slide 55
Slide notes:
Text Captions: If you would like to print the calendar, select the Printer Friendly Page button.

Slide 56
Slide notes:
Text Captions: When done, select Return to Faculty Center link.
Summary

In this tutorial you have learned how to use the Faculty Center My Schedule page.

Important features include:

1) Change the Term
2) See All Classes vs. Classes with Enrollment
3) Export to Excel
4) Class Roster icon
5) Grade Roster icon
6) View Weekly Teaching Schedule

Click the X in the upper right hand corner to close the tutorial window.

Or select a link to continue to:

* View another tutorial
* Sign into PAWS
* View PAWS Training Web site

Congratulations !!!

You have completed the Faculty Center My Schedule

PAWS Tutorial

Click to add notes for the selected slide

Text Captions: Congratulations !!!
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PAWS Tutorial

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