Getting Started with PeopleSoft Faculty Center
A guide for faculty at the University of Pittsburgh

Overview
The PeopleSoft Faculty Center with Advisor Center is the central online location for accessing course management and academic advising information. The Faculty Center tab enables you to view your teaching schedule, check class rosters, record grades, and much more. Advisor Center presents contact information and quick access to your advisee’s academic record. The Search page provides access to teaching schedules for fellow faculty members and course information for University classes.

What’s New?
Student photos now appear on your My Advisees list. See Advisor Center, below.

Access Your Faculty Center
To access your Faculty Center, follow these steps:

1. Log in to My Pitt (my.pitt.edu) with your University Computer Account username and password
2. Click Faculty Center Login

The left navigation menu automatically collapses when you select any link from your PeopleSoft Home Page.

Click Self Service, and then under Faculty Center click My Schedule.

Breadcrumb Trail
The top left of your screen displays a breadcrumb trail, where the navigation selections you make are pinned to the page. Use these to quickly move from folder to folder and page to page, back and forth through the menu. Each level separated by a > provides a dropdown list of selections that you have access to:

Click any folder icon to display the folder’s contents on your main page, as shown below. Click any folder name to expand that folder and display its contents to the right of the breadcrumbs dropdown list.
Your Favorites

When you click the Favorites link at the root of your breadcrumb trail, a dropdown list includes pages you have recently navigated to, a link to results lists for which you have recently searched, and your favorite pages that you previously bookmarked.

Use these page links to quickly navigate too!

Once you navigate to a page, click Add to Favorites in this box or in the navigation header to create a bookmark.

Click Edit Favorites to change the sort order, rename a bookmark, or delete bookmarked pages.

Your Faculty Center

The Faculty Center is organized by three subtabs: my schedule, class roster, and grade roster. Subtabs make it easy to navigate to the area that you wish to view. Active tabs are shown in white, while inactive tabs are shaded.

Below, the Faculty Center – my schedule page is active.

Note: The Advisor Center tab only displays if you have been assigned to academically advise a student in PeopleSoft.

Viewing Schedules

When you click the Faculty Center tab, the my schedule tab becomes the active page by default. This page contains your teaching schedule and your final exam schedule.

My Teaching Schedule

My Teaching Schedule contains your scheduled class enrollment information—such as course ID, session, and enrollment information—as well as links to class and grade rosters where available. Refer to the Viewing Rosters section below for details.

Note: In most cases, if you cannot view your schedule, your department has not yet assigned you to the class or classes. Please contact your departmental administrator.
My Exam Schedule

If final exams have been scheduled for your classes, they are displayed in Faculty Center below your Teaching Schedule for the current term. Use the Change Term button at the top of the page to view exams for another term.

Note: Hold down the Ctrl key and click Download to display your Teaching and Exam Schedules in Excel.

Viewing Rosters

Rosters appear as subtabs under the Faculty Center tab. Class rosters become available as soon as students register in the class. Grade rosters are available as identified on the calendar which is available on the Academic Resources portal page.

Note: If you have trouble accessing a roster, contact your departmental administrator.

Class Rosters

As students enroll into your classes, the class roster icon appears to the left of the class on your Faculty Center. You can zoom in on the list of enrolled students, as shown in step 6, below, or view photographs of the students registered for your class. See Viewing Student Photos in the next section.

1. To view a roster, click the Class Roster icon next to a class displayed in your Teaching Schedule or click the class roster subtab under Faculty Center.

Note: If your Class Roster does not appear, that most likely means that your department has not yet assigned you to your class or classes. Please contact your departmental administrator.

2. Click change class to return to Faculty Center. Then click to view another roster.

3. If any students have dropped this class, select the Dropped option from the Enrollment Status dropdown menu to view them.

4. To sort the roster in ascending order by any column title, click that column header such as Name. Click Name again to sort the roster in descending order by student name.

5. Display the roster in Excel by holding down the Ctrl key and clicking Download.
6. Click to zoom in on the list of enrolled students. This feature shades out the roster page and enlarges the student list prominently on the page. Click Return at the bottom left of the roster to close the zoom list and return to the Class Roster page.

7. To print your class roster, click Printer Friendly Version and select the Print option from your browser window.

**Grade Rosters**

Grade Rosters are generated near the end of the term. You must be assigned to the class as primary instructor, secondary instructor, special, or teaching assistant by your departmental administrator in order for the grade roster to appear.

Access grade rosters from your Teaching Schedule or the grade roster subtab.

1. To view a grade roster, click next to the class you wish to grade in your Teaching Schedule or click the grade roster subtab under Faculty Center.

2. Click change class to return to Faculty Center, and then click next to a different class to access that roster.

3. To view the list of enrolled students in ascending or descending order specific to student detail, click the column header above the detail type.

4. Click View All to see all students in a long roster.

5. View your grade roster in Excel by holding down the Ctrl key and clicking Download.

6. To print your grade roster, click Printer Friendly Version and select the Print option from your browser window.

**Recording Grades**

Refer to the updated Recording Final Student Grades Online document and video in My Pitt. Click Learn More just below Faculty Center Login.

**Viewing Student Photos**

Student photographs display on the class and advisee rosters. The Class Roster includes a section for Enrolled Students, where you have the option to view links to student photos next to each student ID number or to expand the list to include thumbnail images (where available) of each student.
• When the **Link to Photos** (default) option is selected, click to view a thumbnail image (if available) of that student.

![Link to Photos](image)

• Select **Include photos in list** for the student photos to appear in the roster list. Click View All to see all student thumbnails on the page or click the right and left arrows to scroll from student to student.

![Include photos in list](image)

**Notes:**

• **Student Photos** come from the Panther Central system that generates the Pitt ID cards photos. If a student does not obtain an ID card, a photo will not be available and **No Photo on File** will display in place of the picture.

• Photographs are also available from the advisee roster by clicking the Advisor Center tab at the top of your Faculty Center or navigating to Self Service, Advisor Center, and My Advisees.

**A Word about Student Privacy**

Student photos are considered private, educational information by the Federal government and should not be posted on blogs, public web sites, or even in a secure learning management system. When in doubt, err on the side of caution and do not release student educational information. As student information, photos must be stored in a secured location that is protected from unauthorized access as required by the Federal Education Rights and Privacy Act of 1974 (FERPA).

Even though photos are defined as directory information at The University of Pittsburgh, the class roster may contain photos for students that have a FERPA restriction. Use photos to support your teaching (e.g. confirm attendance, match names and faces, etc.) but remember these photos are part of a student’s record and must remain confidential at all times. They are for the sole use of the instructor and not for public display. The photos are not to be shared with others in any format, including members of the class. Upon completion of the class any printouts of the photographs should be destroyed.

**More FERPA Info:** For guidelines governing student photos in the class roster and educational records, please visit [http://www.registrar.pitt.edu/ferpa.html](http://www.registrar.pitt.edu/ferpa.html) and [http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html](http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html). Specific questions about student privacy and FERPA can be directed to the Office of the Registrar on your campus.
Advisor Center

Your Advisor Center is available for faculty members who are also academic advisors in PeopleSoft. This tool puts student and academic records at your fingertips.

Access your Advisor Center from within your Faculty Center, or navigate there directly by clicking Self Service, then My Advisees.

From Faculty Center, click the Advisor Center tab for one-click access to your advisees and many of the pages from the previous Student Services Center page. Advisor Center has five subtabs: my advisees, student center, general info, transfer credit, and academics.

---

**my advisees**

The My Advisees page inside the Advisor Center gives academic advisors a way to gather contact and academic information about students they are advising from one convenient place.

- To view a list of students whom you have been assigned to advise, click the Advisor Center tab. Notice that the my advisees subtab is automatically selected.
- Click the Name or ID column headers to sort your advisees by that item.
- To email all your advisees or a selected group of advisees, use the notify buttons at the bottom of the page.
- View Student Details is a convenient link to that advisee’s Student Center page.
- Hold the Ctrl key and click to download the list of your advisees into Excel.
- If available, click View Data for Other Students to view new or drop-in advisees.
• To see a picture of your student, click the photo icon to the left of the student’s name. If no icon displays, no photo is available. To view the entire advisee roster with photographs included, click on any student photo or select the **Include photos in list** option above the roster and then select **View 100**.

**Notes:**

- **Student Photos** come from the Panther Central system that generates the Pitt ID cards photos. If a student does not obtain an ID card, a photo will not be available and **No Photo on File** will display in place of the picture.
- **Photographs** are also available from the class roster by clicking the Faculty Center tab at the top of your page or navigating to Self Service, Faculty Center, and My Schedule.

**A Word about Student Privacy**

Student photos are considered private, educational information by the Federal government and should not be posted on blogs, public web sites, or even in a secure learning management system. When in doubt, err on the side of caution and do not release student educational information. As student information, photos must be stored in a secured location that is protected from unauthorized access as required by the Federal Education Rights and Privacy Act of 1974 (FERPA).

Even though photos are defined as directory information at The University of Pittsburgh, the class roster may contain photos for students that have a FERPA restriction. Use photos to support your teaching (e.g. confirm attendance, match names and faces, etc.) but remember these photos are part of a student’s record and must remain confidential at all times. They are for the sole use of the instructor and not for public display. The photos are not to be shared with others in any format, including members of the class. Upon completion of the class any printouts of the photographs should be destroyed.

**More FERPA Info:** For guidelines governing student photos in the class roster and educational records, please visit [http://www.registrar.pitt.edu/ferpa.html](http://www.registrar.pitt.edu/ferpa.html) and [http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html](http://www.cfo.pitt.edu/policies/policy/09/09-08-01.html). Specific questions about student privacy and FERPA can be directed to the Office of the Registrar on your campus.
The **student center** page provides advisors with access to what a student sees in his or her Student Center. If you have used **Student Services Center**, this page will look familiar to you. The available sections are as follows: Academics, Personal Information, Holds, To Do List, Enrollment Dates, and Advisor.

**Note:** The contact information on the **Advisor – student center** page is display-only for the advisor.

1. To view an advisee’s Student Center, click the **student center** tab.
2. Click the down arrow to select another student, and then click **change**.

---

**Pittsburgh Student**

*Change Adviser*  
Student, Pittsburgh A  

**Academics**

- **Mid-Term Grades**
- **other academic...**

**Fall Term 2018-2019 Schedule**

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 0120-1030 LEC (10028)</td>
<td>MoWe 8:00PM - 7:15PM L9 Clapp Hall</td>
</tr>
<tr>
<td>BIOSC 0120-1040 REC (11928)</td>
<td>Mo 7:30PM - 8:20PM L9 Clapp Hall</td>
</tr>
<tr>
<td>ENCOMP 0150-1060 SEM (15296)</td>
<td>Mo 8:30AM - 9:45AM 314 Cathedral of Learning</td>
</tr>
<tr>
<td>MATH 1180-1030 LEC (12534)</td>
<td>MoWe 9:15AM - 10:30AM 627 Thackeray Hall</td>
</tr>
</tbody>
</table>

**Personal Information**

**Contact Information**

- **Home Address**
  - 123 Main St
  - Pittsburgh, PA 15217
  - Allegheny
- **Mailing Address**
  - Note
- **Campus Email**
  - student@pitt.edu

---

**Faculty Center**

- **Advisor Center**
- **Search**

- **My Advisers**
- **Student Center**
- **General Info**
- **Transfer Credit**
- **Academics**
The general info page provides advisors with access to the student’s holds, groups, and contact information. If you have used Student Services Center, this page will look familiar to you. The available sections are: Service Indicators, Initiated Checklists, Student Groups, Personal Data, National ID, Names, Addresses, Phone, and Email Addresses.

1. To view your advisee’s personal information, click the general info tab.

2. To change the advisee, click the down arrow to select another advisee, and then click change.

3. Click the Collapse All and Expand All buttons to hide and display all sections of the page at once.

4. Click Edit Service Indicators to release an advisement hold so your student can register for classes in an upcoming term.

Note: Name, birth date, and SSN cannot be changed on this page. Most information is display-only for advisors.
transfer credit

The transfer credit page provides advisors with access to the student’s course, test, and other (for life or work experience) credits transferred into the University of Pittsburgh. If you have used Student Services Center, this page will look familiar to you.

1. To view an advisee’s transfer credit, click the transfer credit tab.

2. To change the advisee, click the down arrow to select another advisee, and then click change.

3. Click the Statistics tab to view the amount of credit posted to your advisee’s academic record. Or click to expand the data from all columns, which collapses the tabs.

---

**Advisee Transfer Credit**

**Pittsburgh Student**

*Change Advisee*  
Student, Pittsburgh A

---

**Course Credits**

<table>
<thead>
<tr>
<th>Source</th>
<th>Career</th>
<th>Institution</th>
<th>Program</th>
<th>Articulation Term</th>
<th>Model Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comm Coll of Allegh Co</td>
<td>Undergraduate</td>
<td>University of Pittsburgh</td>
<td>School of Arts and Sciences</td>
<td>Fall Term 2010-2011</td>
<td>Posted</td>
</tr>
</tbody>
</table>

---

**Test Credits**

<table>
<thead>
<tr>
<th>Career</th>
<th>Institution</th>
<th>Program</th>
<th>Articulation Term</th>
<th>Model Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad</td>
<td>University of Pittsburgh</td>
<td>School of Arts and Sciences</td>
<td>Fall Term 2010-2011</td>
<td>Posted</td>
</tr>
</tbody>
</table>

---

**Other Credits**

No other credits found.
The **academics** page puts the advisee’s academic record at your fingertips! If you have used Student Services Center, this page will look familiar to you. There are two parts to this page: **Institution/Career/Program** and **Term Summary**.

1. To view an advisee’s academic record, click the **academics** tab.

2. To change the advisee, click the down arrow to select another advisee, and then click **change**.

### Institution/Career/Program

The top of the page provides at-a-glance information about your advisee’s career track. This information includes when and where the student was admitted, where he or she intends to graduate from, what the student’s current major is, what the student’s current academic load is, and whether the student has an area of concentration or emphasis within that track.

1. Click **edit program data** to view or update the student’s career track, depending on your access.

2. If multiple programs (school or campus division) are displayed, click that term to view the student’s academic record and cumulative progress through that term end date. *Below, this advisee’s primary program UA-S represents the undergraduate School of Arts and Sciences on the Pittsburgh campus.*

### Term Summary

The lower part of the page provides at-a-glance information about your advisee’s academic record by term. This includes information about his/her academic level and current term load, term schedule, and academic progress with grade point average. There are three sub-sections on this part of the page, which can be collapsed by clicking on these headers: Level/Load, Classes, and Statistics.

1. Click **edit term data** to view or update the student’s term activation record, depending on your access.

2. If multiple terms are displayed, click that term to view the student’s academic record and cumulative progress through that term end date.
3. Click any class title to view the **Class Detail** page for that section.

4. Click **Quick Enrollment** to register your student into classes for an upcoming term.

5. Click **Term History** to review your advisee’s grade point average, term resignations, and academic standing.
The **Search** tab conveniently combines three subtabs within your Faculty Center: **search for classes**, **browse course catalog**, and **faculty search** allowing you to conveniently find classes and colleagues in the student system.

**Note:** For more detailed instructions, please refer to the Searching for Classes and Course Information Online help sheet located in My Pitt. Click Learn More just below Faculty Center Login.

### search for classes

To search for classes by term, click the Search tab. Notice that the search for classes subtab is automatically selected. You must select a campus to and at least one other criterion to start your search. Narrow your search to basic criteria, such as subject and course number, or to more advanced criteria such as instructor name, meeting time, and/or date.

1. Select an academic term. The current term and the next two terms are displayed below the term field for your reference. An academic term code is required to search course/class information in your Faculty Center. Each code is a unique four-digit number that identifies the century, academic year, and term:

| The first digit indicates the century: | 1 for 1900 through 1999 and 2 for years 2000-2099 |
| The second and third digits indicate the academic year: | 11 for the academic year 2010-2011 |
| The fourth digit indicates the term: | 1 for fall, 3 for spring, and 7 for summer. |

**Note:** The class search tool includes a Term and the Search Criteria section:

| Institution | University of Pittsburgh |
| Term | Fall Term 2010-2011 |

<table>
<thead>
<tr>
<th>Current &amp; Upcoming Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
</tr>
<tr>
<td>2107</td>
</tr>
<tr>
<td>2111</td>
</tr>
<tr>
<td>2114</td>
</tr>
</tbody>
</table>
2. Enter at least two search criteria.  
   **Note:** Campus is required.

![Class Search Criteria](image)

3. Click **Search** to review your results.  
   **Note:** For more detailed instructions, please refer to the **Searching for Classes and Course Information Online** help sheet located in My Pitt. Click **Learn More** just below Faculty Center Login.
**browse course catalog**

The **browse course catalog** tool allows you to display course details from the catalog for courses offered in the term you have selected or for all courses in the catalog. To search for classes by term, click the **Search** tab, and then click **browse course catalog**.

The Course Catalog displays in alphabetical order by subject area, beginning with Accounting and ending with Writing.

1. Click a letter in the green box to skip to that subject area; such as M.

2. Click the **course number** or the **course title** to view details about that course.
3. If the course has more than one offering, this Select Course Offering page is displayed:

![Select Course Offering](image)

4. Any link on this page will take you to the Course Detail page for that offering or campus. Click any column title to sort the offerings by that item.

![Course Detail](image)

5. Click view class sections to locate scheduled class meetings with available seats by specific term.
faculty search

Search for other faculty members using the faculty search tool in your Faculty Center.

1. To locate a faculty member, click the faculty search tab and then select Search by Name to begin.

2. Enter personal data about that faculty member (such as last and first name, PeopleSoft ID, and/or campus ID) to find their term schedule.

Need Help?

For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357] or via email at helpdesk@pitt.edu. For questions concerning policies or important dates, contact the Office of the Registrar at your campus.