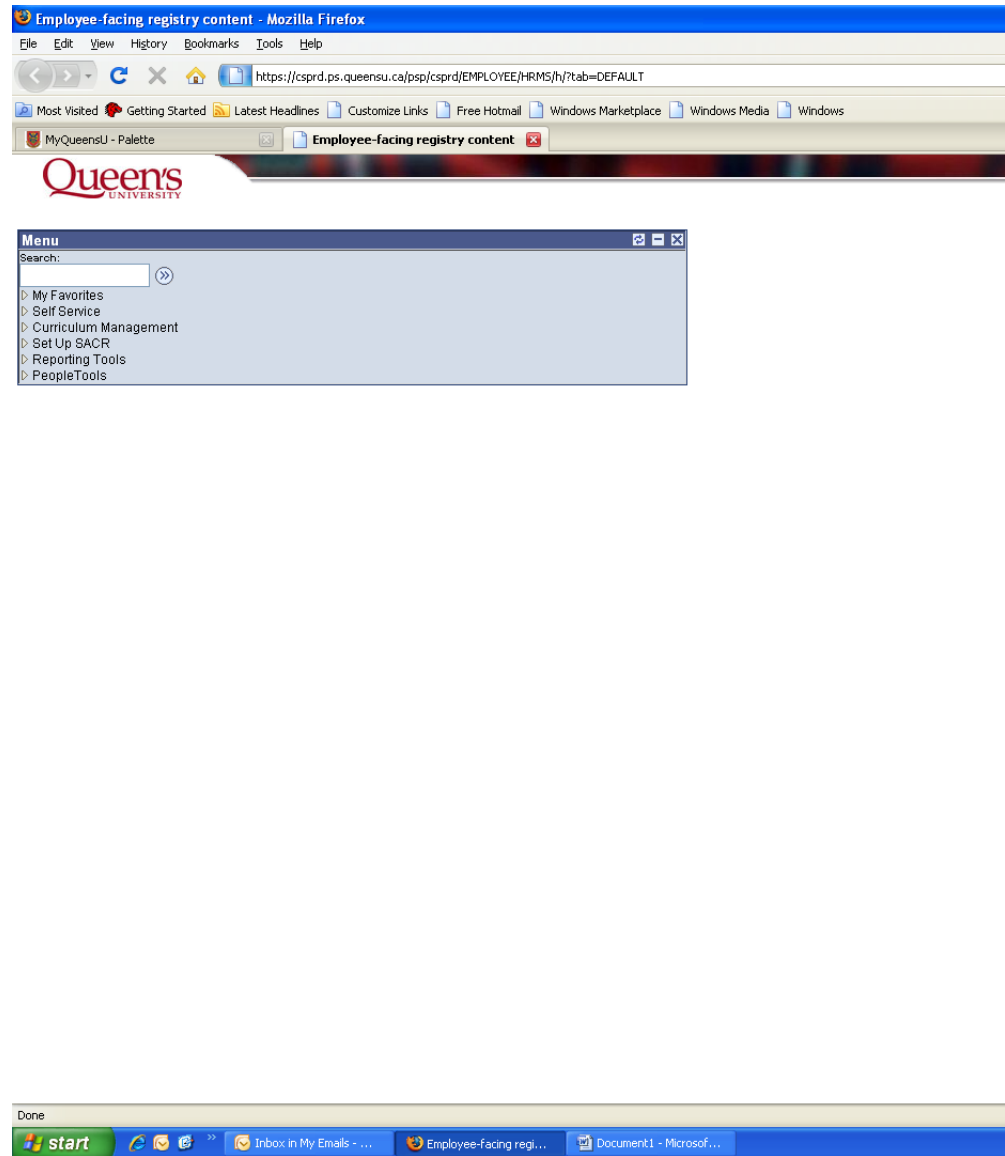


## Peoplesoft/Solus Instructor information

1. Log in to Solus to get your starting screen:



2. Click on "Self Service" to get your Faculty Center

The screenshot shows a Mozilla Firefox browser window titled "Base Navigation Page - Mozilla Firefox". The address bar contains the URL: [https://csprd.ps.queensu.ca/psp/csprd/EMPLOYEE/HRMS/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_/](https://csprd.ps.queensu.ca/psp/csprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_/). The browser's toolbar includes "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help". Below the toolbar, there are several icons for "Most Visited", "Getting Started", "Latest Headlines", "Customize Links", "Free Hotmail", "Windows Marketplace", "Windows Media", and "Window". The browser tabs show "MyQueensU - Palette" and "Base Navigation Page".

The main content area features the Queen's University logo. On the left, there is a "Menu" sidebar with a search field and a list of items: "My Favorites", "Self Service", "Faculty Center", "Curriculum Management", "Set Up SACR", "Reporting Tools", and "PeopleTools". The "Self Service" item is highlighted with a red box. On the right, the "Main Menu" section includes a "Self Service" heading with the text "Navigate to your self service information and activities." Below this is the "Faculty Center" section, which includes the text "Use the Faculty Center to manage all your class related activities." and three links: "My Schedule", "Class Roster", and "Grade Roster". The "My Schedule" link is highlighted with a red box.

3. Click on “My Schedule” Class roster and grade roster are not available until students are enrolled.

My Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://cspdrd.ps.queensu.ca/psp/cspdrd/EMPLOYEE/HRMS/c/SA\_LEARNING\_MANAGEMENT.SS\_FACULTY.GBL?PORTALPARAM\_PTCNAV=HC\_SS\_FACULTY\_G

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

MyQueensU - Palette My Schedule

Queen's UNIVERSITY

Menu

Search:

- My Favorites
- Self Service
- Faculty Center
  - My Schedule
    - Class Roster
    - Grade Roster
- Curriculum Management
- Set Up SACR
- Reporting Tools
- PeopleTools

Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

[My Exam Schedule](#)

2011 Fall | Queen's University [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule > 2011 Fall > Queen's University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		0	TBA	TBA	Sep 12, 2011- Dec 2, 2011

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2011 Fall > Queen's University

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center Search

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Done

start

Inbox in My Emails - ... My Schedule - Mozilla ... Document1 - Microsof...

4. You can find information about other courses using the "Search" function.

My Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://cspdr.ps.queensu.ca/pspr/cspdr/EMPLOYEE/HRMS/c/SA\_LEARNING\_MANAGEMENT\_SS\_FACULTY.GBL?PORTALPARAM\_PTCNAV+

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

MyQueensU - Palette My Schedule

Queen's UNIVERSITY

Menu

Search: [ ] [ ]

- My Favorites
- Self Service
- Faculty Center
  - My Schedule
  - Class Roster
  - Grade Roster
- Curriculum Management
- Set Up SACR
- Reporting Tools
- PeopleTools

Faculty Center Search

search for classes browse course catalog

### Search for Classes

#### Enter Search Criteria

Institution: Queen's University

Term: 2010 Fall

Select at least 2 search criteria. Click Search to view your search results.

#### Class Search Criteria

Course Subject: [ ]

Course Number: is exactly [ ]

Course Career: [ ]

Campus: Main

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria [ ]

CLEAR CRITERIA SEARCH

Faculty Center Search

Search For Classes Browse Course Catalog

Done

start

Inbox in My Emails - ... My Schedule - Mozilla ... Document1 - Microsof ...

5. Choose the term for the search from the drop down menu

The screenshot shows a web browser window titled "My Schedule - Mozilla Firefox" with the URL [https://csprd.ps.queensu.ca/pspr/psprd/EMPLOYEE/HRMS/c/SA\\_LEARNING\\_MANAGEMENT.SS\\_FACULTY.GBL?PORTALPARAM\\_PTCNAV=HC\\_SS\\_FACULTY\\_GB](https://csprd.ps.queensu.ca/pspr/psprd/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?PORTALPARAM_PTCNAV=HC_SS_FACULTY_GB). The page features the Queen's University logo and a navigation menu on the left. The main content area is titled "Search for Classes" and includes a "Faculty Center" button and a "Search" button with sub-options "search for classes" and "browse course catalog".

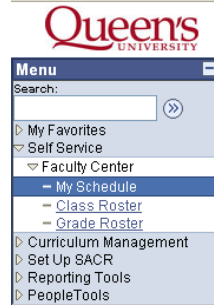
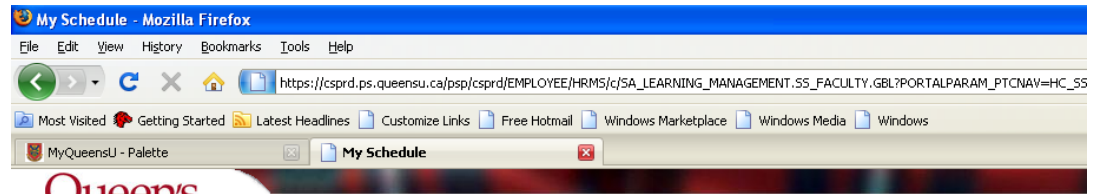
The "Enter Search Criteria" section contains the following fields:

- Institution:** Queen's University
- Term:** 2010 Fall (highlighted with a red box, with a dropdown menu open showing options: 2010 Fall, 2011 Fall, 2011 Summer, 2011 Winter, 2012 Summer, 2012 Winter)
- Class Search Criteria:** A section with a blue header.
- Course Subject:** [Empty field]
- Course Number:** is exactly [Empty field]
- Course Career:** [Empty dropdown]
- Campus:** Main
- Show Open Classes Only

Below the search criteria, there is a green button labeled "Additional Search Criteria". At the bottom of the search section, there are "CLEAR CRITERIA" and "SEARCH" buttons.

The Windows taskbar at the bottom shows the Start button and several open applications: "Sent in My Emails - Mi...", "Document1 - Microsof...", "Student Training Doc...", "Infoslem EnCampus...", and "My Schedule - Mozilla ..".

6. Choose the Department from the drop down menu. You can enter a course number to look at a specific course or view an entire department at once.



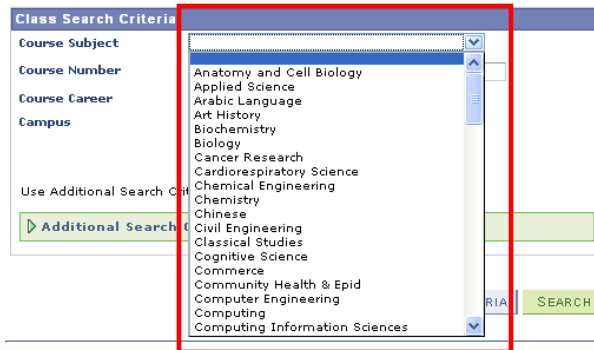
### Search for Classes

#### Enter Search Criteria

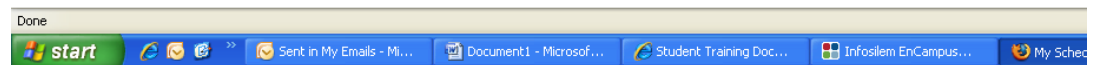
**Institution**

**Term**

Select at least 2 search criteria. Click Search to view your search results.



[Faculty Center](#) [Search](#)  
[Search For Classes](#) [Browse Course Catalog](#)



7. Only 3 sections display at once. If you are looking at a course with multiple sections, choose “View all sections”

**My Schedule - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://csprd.ps.queensu.ca/psprd/EMPLOYEE/HRMS/c/SA\_LEARNING\_MANAGEMENT.SS\_FACULTY.GBL?PORTALPARAM\_PTCNAV=HC\_SS\_FACUL

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

MyQueensU - Palette My Schedule

**Queens UNIVERSITY**

**Menu**

Search:

- My Favorites
- Self Service
- Faculty Center
  - My Schedule
  - Class Roster
  - Grade Roster
- Curriculum Management
- Set Up SACR
- Reporting Tools
- PeopleTools

**CHEM 112A - General Chemistry**

**View All Sections** First 1-3 of 32 Last

**Section 001-LEC(2438)** Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Mo 11:30AM - 12:30PM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/12/02
Tu 1:30PM - 2:30PM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/12/02
Th 12:30PM - 1:30PM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/12/02

**Section 002-LEC(2440)** Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Mo 9:30AM - 10:30AM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/10/21
We 8:30AM - 9:30AM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/10/21
Th 10:30AM - 11:30AM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/10/21
Mo 9:30AM - 10:30AM	CHERNOFF AUD	Jerkiewicz,Gregory	2011/10/24 - 2011/12/02
We 8:30AM - 9:30AM	CHERNOFF AUD	Jerkiewicz,Gregory	2011/10/24 - 2011/12/02
Th 10:30AM - 11:30AM	CHERNOFF AUD	Jerkiewicz,Gregory	2011/10/24 - 2011/12/02

**Section 003-LEC(2442)** Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 11:30AM - 12:30PM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/12/02
We 1:30PM - 2:30PM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/12/02
Fr 12:30PM - 1:30PM	CHERNOFF AUD	Carran,John R	2011/09/12 - 2011/12/02

**START A NEW SEARCH**

**Faculty Center Search**

[Search For Classes](#) [Browse Course Catalog](#)

Done

start Sent in My Emails - Mi... Document1 - Microsof... Student Training Doc... Infosilem EnCampus... My Schedule - Mo