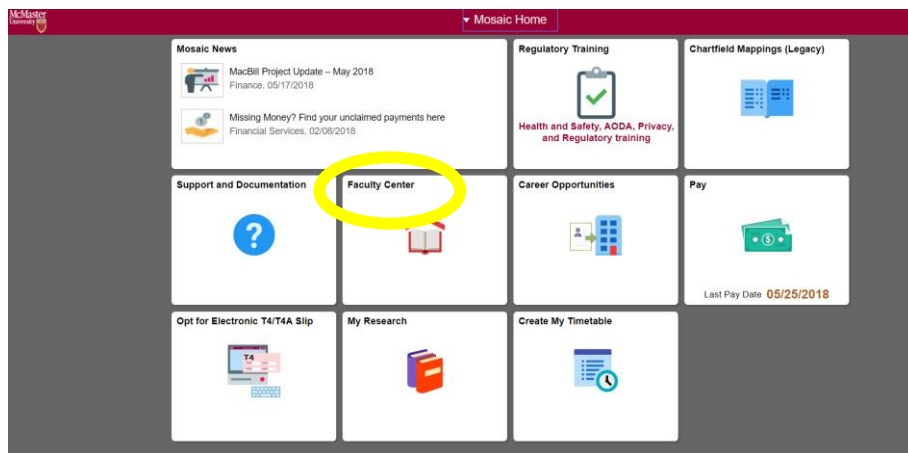


Faculty Center-My Schedule



1. Login to Moasic, if you are not logged in already.
2. Click on the **Faculty Center** tab.

Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**

The screenshot shows the McMaster University Mosaic Faculty Center My Schedule page. The 'my schedule' link is circled in yellow. The page displays the following information:

2015 Fall | McMaster University [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: [Class Roster](#) [Learning Management](#)

My Teaching Schedule > 2015 Fall > McMaster University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTHR001A03-C01 (10180)	Culture & Society (Lecture)	18	TBA	TBA	Sep 1, 2015-Dec 31, 2015
ANTHR001A03-T01 (10181)	Culture & Society (Tutorial)	2	Tu 11:00AM - 12:00PM	TBA	Sep 1, 2015-Dec 31, 2015

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

My Exam Schedule > 2015 Fall > McMaster University

You have no oral exams scheduled at this time.

3. The **My Schedule** tab will include the following:

A. **My Teaching Schedule** – lists the classes with the class number (**5 digit number located below the class name, yellow arrow**), date, time and location that you are teaching

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ANTHROP 1A03-C01 (10180)	Culture & Society (Lecture)	18	TBA	TBA	Sep 1, 2015- Dec 31, 2015
 ANTHROP 1A03-T01 (10181)	Culture & Society (Tutorial)	2	Tu 11:00AM - 12:00PM	TBA	Sep 1, 2015- Dec 31, 2015

B. **My Exam Schedule** – lists your scheduled exam

My Exam Schedule > 2014 Fall > McMaster University													
Exam Period	Class	Course Name	Exam Type	Sequence Number	Exam Date	Day of Week	Exam Start Time	Exam Duration	Exam Room	# of students in Exam Seq	# of students in the section	# of students in the Combination	Last Updated
December	ANTHROP 1A03-1 (10285)	Culture & Society	Regular	1	January 21, 2015	Wednesday	2:00PM	120 Minutes	TEST ROOM	0	0	0	January 10, 2015

How to View Weekly Teaching Schedule

Click the link **View Weekly Teaching Schedule** under **My Schedule**,e to see a calendar view of your schedule. Alternatively, you can also click the **My Exam Schedule** button to view the schedule

Favorites ▾ | Main Menu ▾ | Campus Solutions ▾ | Self Service ▾ | Faculty Center ▾ | My Schedule

McMaster University **Mosaic**

Home | My Profile | My Work | Help

Superior Instructor

Faculty Center | Online Grading | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster | grading roles | exam roster

Faculty Center

My Schedule

2015 Fall | McMaster University [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Learning Management

My Teaching Schedule > 2015 Fall > McMaster University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTHROP 1A03-C01 (10180)	Culture & Society (Lecture)	18	TBA	TBA	Sep 1, 2015- Dec 31, 2015
ANTHROP 1A03-T01 (10181)	Culture & Society (Tutorial)	2	Tu 11:00AM - 12:00PM	TBA	Sep 1, 2015- Dec 31, 2015

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

My Exam Schedule > 2015 Fall > McMaster University

You have no final exams scheduled at this time.

[Go to top](#)

View My Weekly Schedule


Shows a calendar view of your schedule. **This is Printable.**

*******Please note that the weekly view is for a specific week.** If you are teaching classes or labs taught every other week, you may need to scroll to another week to see them on the schedule. To view another terms schedule, please adjust the date accordingly.

Faculty Center

View My Weekly Schedule

<< previous week **Week of 2015/8/31 - 2015/9/6** next week >>

Show Week of 2015/09/01  Start Time 8:00AM End Time 6:00PM

Time	Monday Aug 31	Tuesday Sep 1	Wednesday Sep 2	Thursday Sep 3	Friday Sep 4	Saturday Sep 5	Sunday Sep 6
8:00AM							
9:00AM							
10:00AM							
11:00AM		ANTHROP 1A03 - T01 Tutorial 11:00AM - 12:00PM					
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Meeting Information not available:

Class	Course Title	Start Date	End Date
ANTHROP 1A03 - C01 (Lecture)	Culture & Society	2015/09/01	2015/12/31

Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Sunday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday	<input type="button" value="refresh calendar"/>

[Return to Faculty Center](#) [Printer Friendly Page](#)

- b) **My Schedule** – Will list, in a grid (or in a calendar format), the details of your teaching schedule such as the day(s) of the week, time and location of each specific class. You will also find the **Class Number** here which you may need for grading.
- c) **Exam Schedule** – same as above except for examinations.
- d) **Exam Questionnaire** – allows you to identify details about your exam which are important to the Scheduling Office.

1. [Login](#), if you are not logged in already.

2. Click on the **Faculty Center** tab.

Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**

3. The **My Schedule** tab will include the following:

- C. **My Teaching Schedule** – lists the classes with the class number (**5 digit number located below the class name**), date, time and location that you are teaching

- **My Exam Schedule** – lists your scheduled exams

Faculty Center

My Schedule

2014 Fall | McMaster University [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: [Class Roster](#) [Learning Management](#)

My Teaching Schedule > 2014 Fall > McMaster University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTHROP 1A03-1 (10285)	Culture & Society (Tutorial)	34	TBA	TBA	Sep 1, 2014-Dec 21, 2014

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

My Exam Schedule > 2014 Fall > McMaster University

Exam Period	Class	Course Name	Exam Type	Sequence Number	Exam Date	Day of Week	Exam Start Time	Exam Duration	Exam Room	# of students in Exam Seq	# of students in the section	# of students in the Combination	Last Updated
December	ANTHROP 1A03-1 (10285)	Culture & Society	Regular	1	January 21, 2015	Wednesday	2:00PM	120 Minutes	TEST ROOM	0	0	0	January 10, 2015

