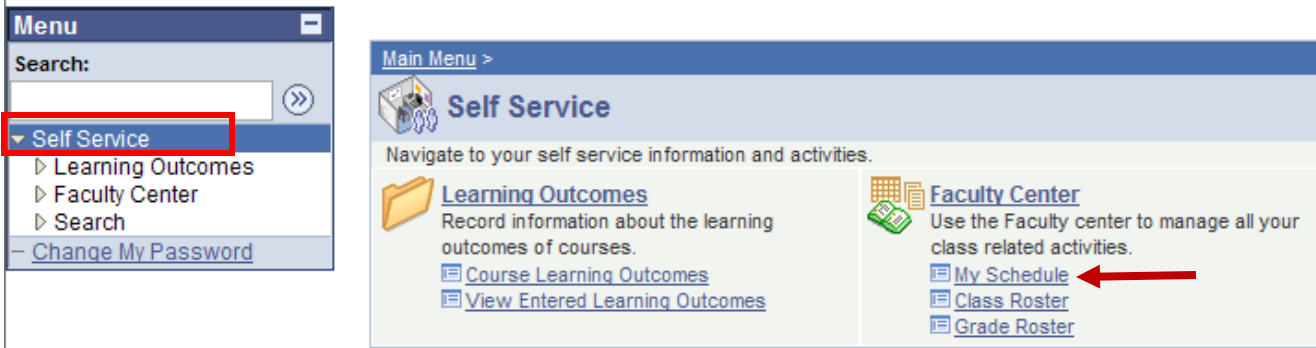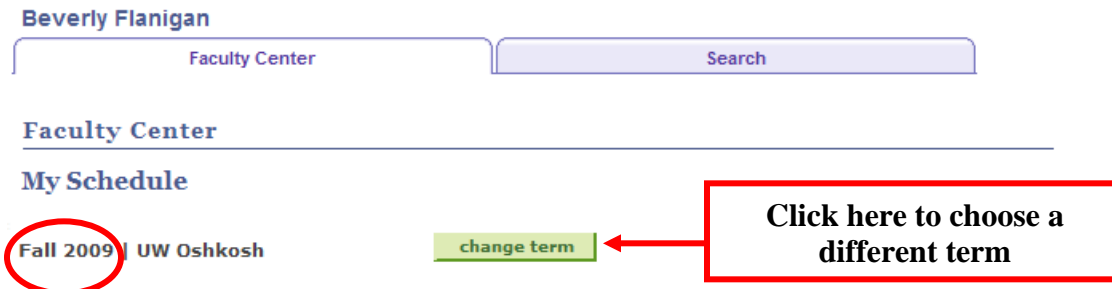# TITAN WEB Student Information System (INSTRUCTORS/ADVISORS)
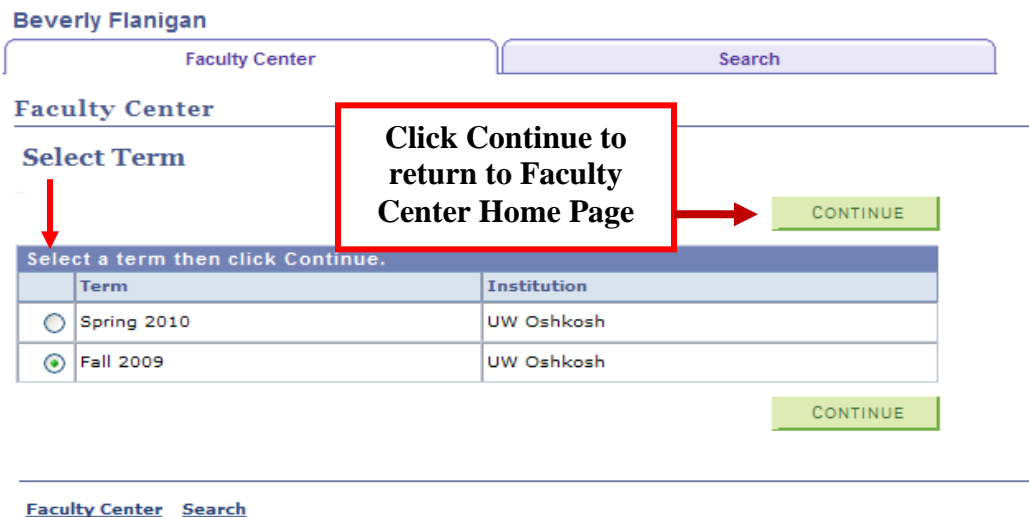## HELP - How do I…?   View My Class Schedule

**Once logged into Titan Web, the Faculty Center default home page should appear.  If the Faculty Center page does NOT appear, click on the Self Service, then Faculty Center/My Schedule links off the Menu on the left side of the web page.**



On the **Faculty Center** page, note the *default* **term** that appears; click on **Change Term** to select a different term, if necessary.



Click here to choose a different term

The **Select Term** page appears. Select the desired term by clicking on the appropriate radio button; then click on the **Continue** button.



Click Continue to return to Faculty Center Home Page

You will see a list of all classes (**My Teaching Schedule**) for which you have been assigned as the instructor, *even if no students are enrolled in the class.* **If students are enrolled in the class**, **the Class Roster icon will appear next to the class**. Click on the **Class Roster** icon next to the class if you want to view a list of enrollees.

A copy of **My Teaching Schedule** can also be downloaded to Microsoft Excel by selecting the download icon (▦).



Another option for viewing your class schedule in a *grid format* is to click on the **View Weekly Teaching Schedule** link. Select the **Week**, **Start Time** and **End Time** you wish to view; then click on the **refresh calendar** push button.