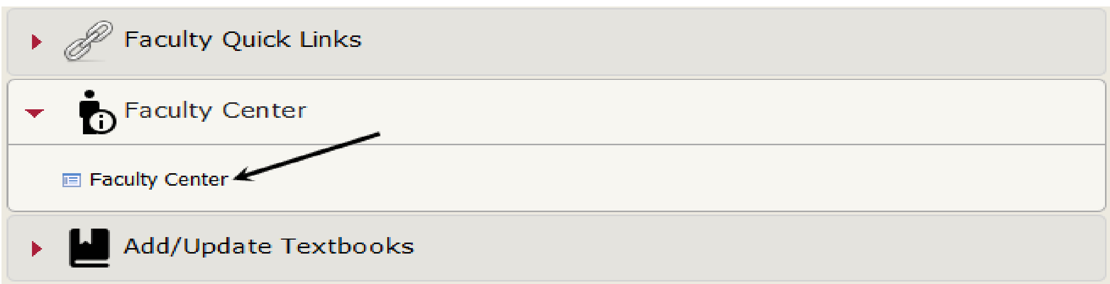
CHAPMAN UNIVERSITY

REFERENCE GUIDE TO THE FACULTY CENTER

MY.CHAPMAN.EDU

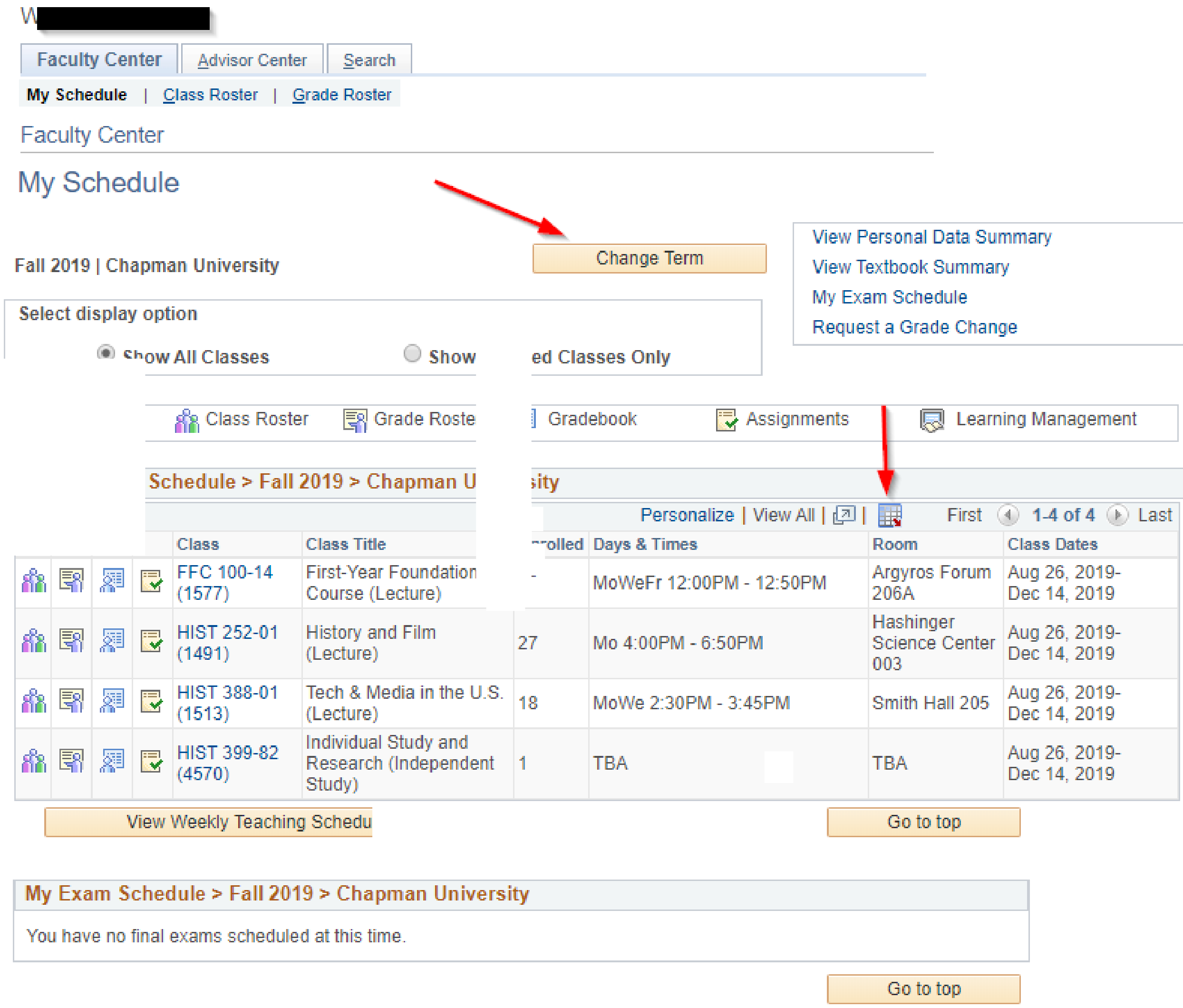
1. Log in to my.chapman.edu. Click on the Faculty Self Service link.

2. Click on the Faculty Center link.

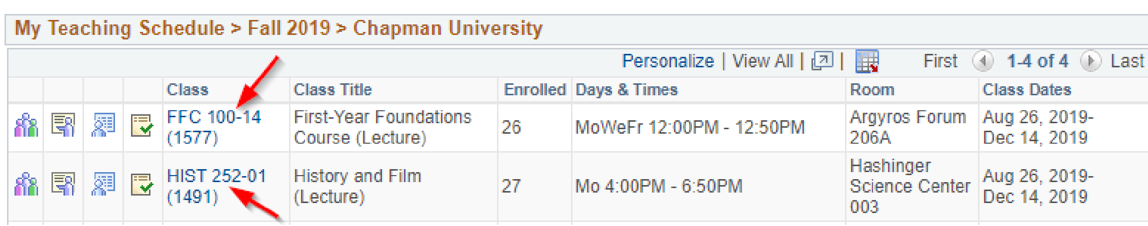


3. The Faculty Center opens to the My Schedule tab.

   Ensure the desired term is selected. It will display all courses you are assigned as the instructor. If your department has not entered all assignments you may not see all courses at this time. The Term will default to the last term in which you were assigned classes. As students register for the classes the icons will display next to the course and the Class Rosters will become available. The schedule can be downloaded to Excel by clicking on the spreadsheet icon.



4. To view details of a class click on the Class (underlined as link).



Class Detail

HIST 252 - 01 History and Film

Chapman University | Fall 2019 | Lecture

Class Details

Status	Closed	**Career**	Undergraduate
Class Number	1491	**Dates**	8/26/2019 - 12/14/2019
Session	Semester	**Grading**	Student Option
Units	3 units	**Location**	main campus
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 4:00PM - 6:50PM	Hashinger Science Center 003	W[redacted]	08/26/2019 - 12/14/2019

Enrollment Information

Add Consent Instructor Consent Required

Class Attributes GE Global Study
GE Social Inquiry

Class Availability

Class Capacity	30	**Wait List Capacity**	100
Enrollment Total	27	**Wait List Total**	1
Available Seats	3		

Description

This course presents major themes in world history through the interpretation of films based on historical events. After viewing dramatic and documentary films on topics ranging from war, imperialism and revolution to politics, culture, and technology, students will critically examine the impact of motion pictures on the interpretation of history. (Offered every year.)

Textbook/Other Materials

Textbook Assignment Complete

Book

Status Required	**ISBN** 9780805037609	Past Imperfect (Rev & Exp), Author: Carnes, Publisher: MPS, Year Published: 1996, Price: 25.00 USD
Status Required	**ISBN** 9781405146036	Hollywood Historical Film, Author: Burgoyne, Publisher: Blackwell Publishing, Incorpor, Year Published: 2008, Price: 48.25 USD

5. To view an alternate version of your schedule, click the View Weekly Teaching Schedule link which is under the displayed schedule.

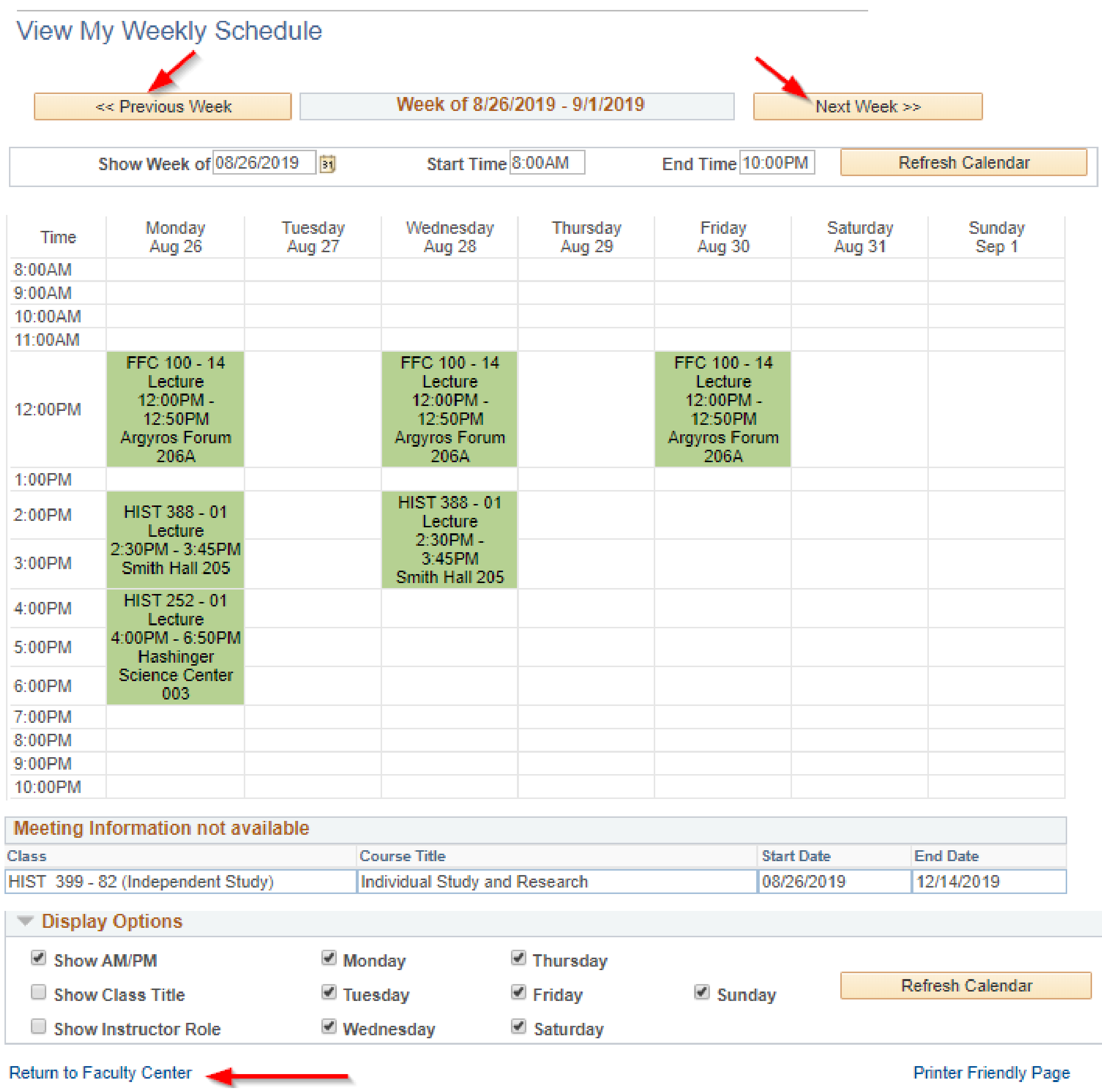
My Teaching Schedule > Fall 2019 > Chapman University

Personalize | View All | First 1-4 of 4 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FFC 100-14 (1577)	First-Year Foundations Course (Lecture)	26	MoWeFr 12:00PM - 12:50PM	Argyros Forum 206A	Aug 26, 2019-Dec 14, 2019
HIST 252-01 (1491)	History and Film (Lecture)	27	Mo 4:00PM - 6:50PM	Hashinger Science Center 003	Aug 26, 2019-Dec 14, 2019
HIST 388-01 (1513)	Tech & Media in the U.S. (Lecture)	18	MoWe 2:30PM - 3:45PM	Smith Hall 205	Aug 26, 2019-Dec 14, 2019
HIST 399-82 (4570)	Individual Study and Research (Independent Study)	1	TBA	TBA	Aug 26, 2019-Dec 14, 2019

View Weekly Teaching Schedule | Go to top

This view provides a weekly calendar view. You can scroll through the terms using the "previous week" and "next week" button. You can also adjust the date/time of the display. Classes without meeting dates established appear in the "Meeting information not available" section. Click on the Return to Faculty Center link under the Display Options section to return to the Schedule page.

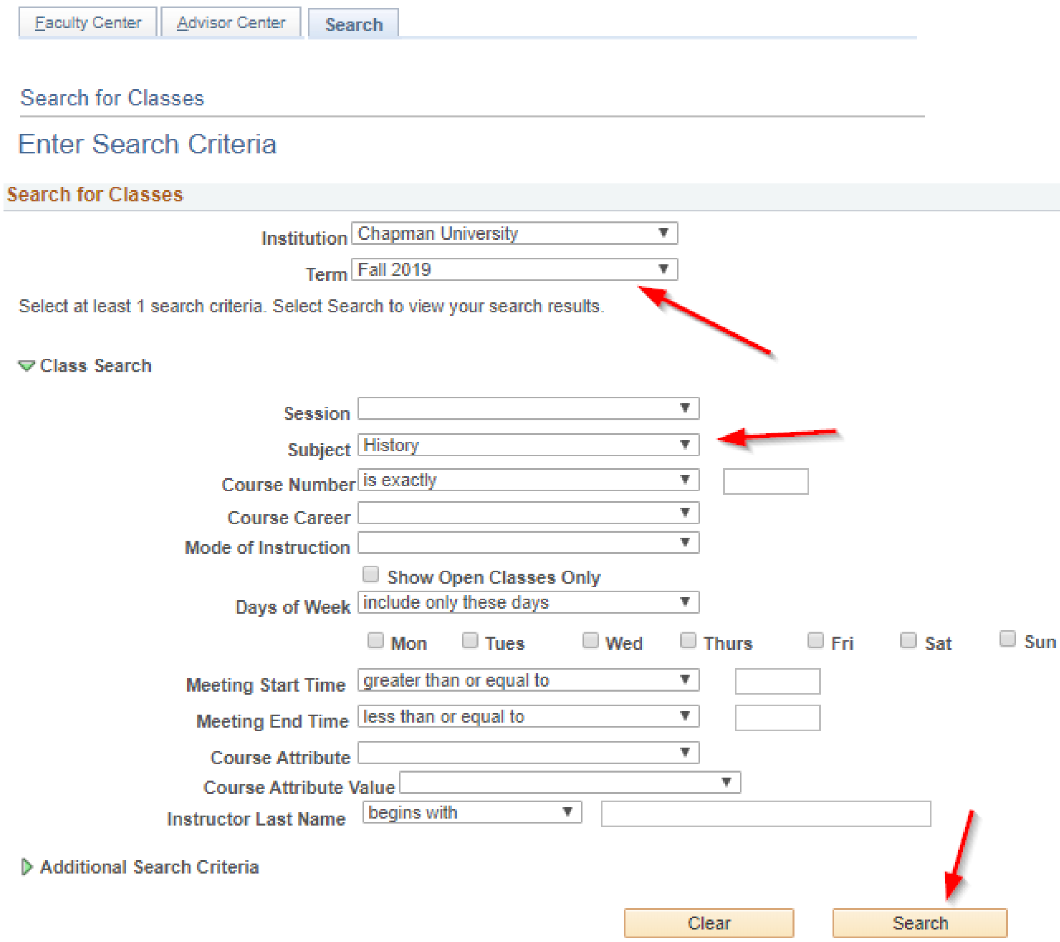


6. Here is a brief description of the tabs that will be active in the Faculty Center.

- **My Schedule** – provides multiple views of your teaching schedule. As students register for courses, the icons for Class Roster, Grade Roster will appear.

- **Class Roster** – as students register for courses, rosters are available by class and can be searched by all, enrolled, waitlisted and dropped. Emails to students can be sent using the "Notify" option. Rosters can be downloaded to Excel and printer friendly versions are available.
- **Grade Roster** – Grade Rosters are made available the Monday of finals week. It is recommended to select the grade roster icon next to each individual class rather than using this tab.
- **Advisor Center** will be available to faculty who also serve as academic advisors.
- **Search** – Class schedule searches are conducted from this tab.

7. Click on the Search tab to conduct a search of classes offered for a term. Select the term you want. To find classes, select at least one criteria i.e. Subject, Course Career, Day of Week, Meeting Start Time etc. Use the drop down menus to select the criteria.



Search Results are displayed with icons indicated status of class section.

Search for Classes

Search Results

Chapman University | Fall 2019

The following classes match your search criteria Course Subject: **History**, Show Open Classes Only: **No**

Open Closed Wait List

New Search Modify Search

45 class section(s) found

HIST 101 - U S History Survey I

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1478	01-LEC Semester	MoWeFr 10:00AM - 10:50AM	Argyros Forum 211	Brenda Farrington	08/26/2019 - 12/14/2019	

Click on a class (either the Class Number or the Section) to see details for the class.

HIST 101 - U S History Survey I

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
1478	01-LEC Semester	MoWeFr 10:00AM - 10:50AM	Argyros Forum 211	Brenda Farrington	08/26/2019 - 12/14/2019	

Class Detail

HIST 101 - 01 U S History Survey I

Chapman University | Fall 2019 | Lecture

Class Details

Status	Open	**Career**	Undergraduate
Class Number	1478	**Dates**	8/26/2019 - 12/14/2019
Session	Semester	**Grading**	Student Option
Units	3 units	**Location**	main campus
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	Argyros Forum 211	[redacted]	08/26/2019 - 12/14/2019

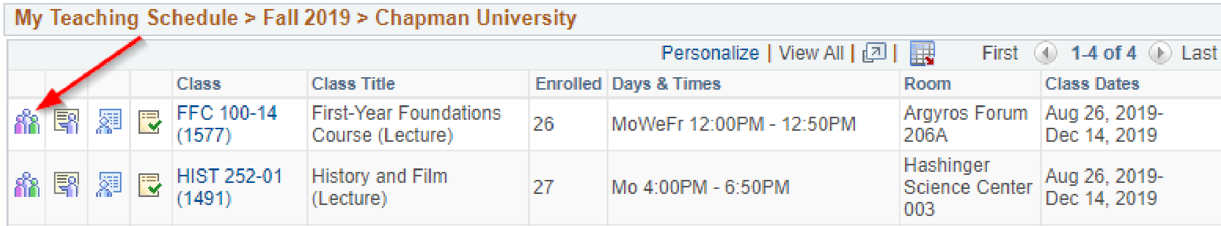
Enrollment Information

Add Consent Instructor Consent Required

Class Attributes GE Social Inquiry

Click the View Search Results to return to the class listing or click the Faculty Center link to return to the main page.

8. To view the class roster, select the first icon next to the class from the My Schedule main page.



My Teaching Schedule > Fall 2019 > Chapman University

Personalize | View All | First 1-4 of 4 Last

				Class	Class Title	Enrolled	Days & Times	Room	Class Dates
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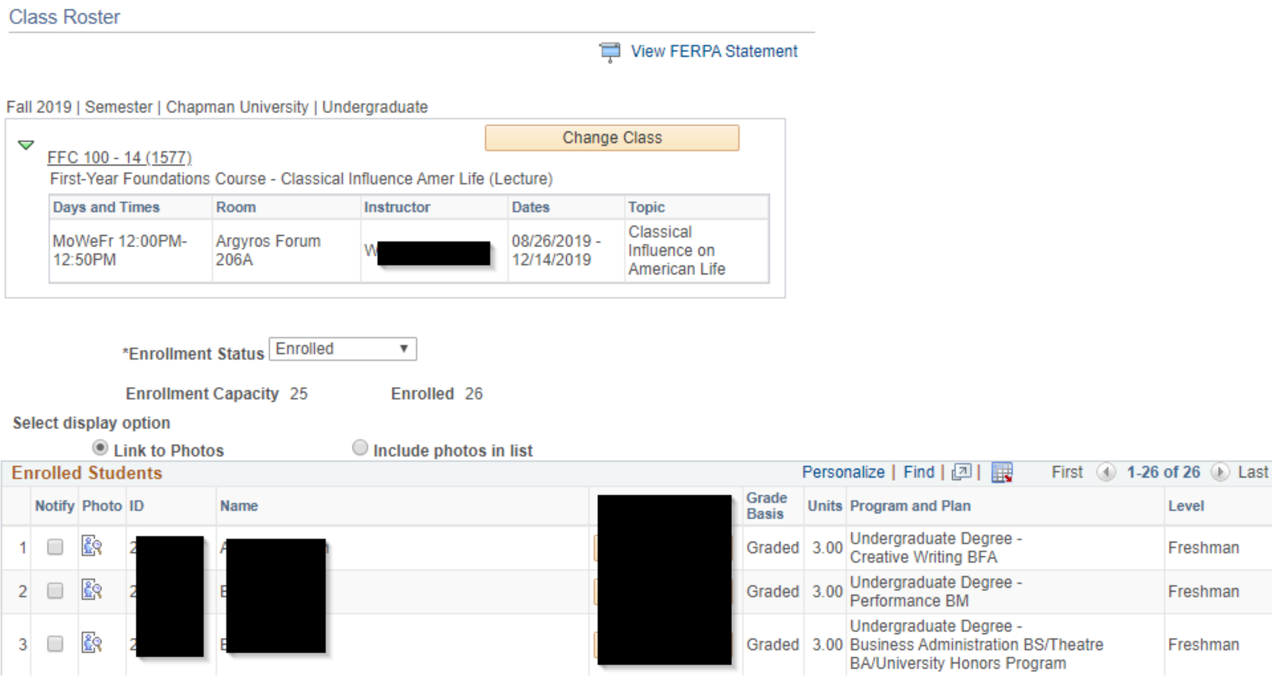
Here you can see enrolled students, along with the room and meeting time.



Class Roster

View FERPA Statement

Fall 2019 | Semester | Chapman University | Undergraduate

Change Class

FFC 100 - 14 (1577)

First-Year Foundations Course - Classical Influence Amer Life (Lecture)

Days and Times	Room	Instructor	Dates	Topic
MoWeFr 12:00PM- 12:50PM	Argyros Forum 206A	[redacted]	08/26/2019 - 12/14/2019	Classical Influence on American Life

*Enrollment Status Enrolled

Enrollment Capacity 25 Enrolled 26

Select display option

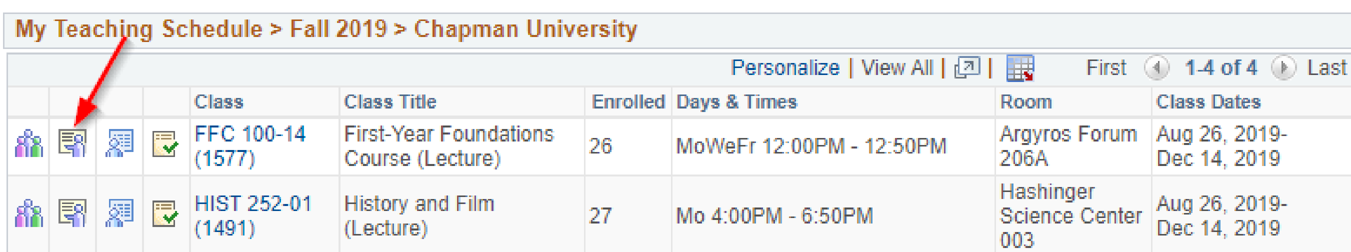
Link to Photos Include photos in list

Enrolled Students

Personalize | Find | First 1-26 of 26 Last

	Notify	Photo	ID	Name		Grade Basis	Units	Program and Plan	Level
1			[redacted]	[redacted]	[redacted]	Graded	3.00	Undergraduate Degree - Creative Writing BFA	Freshman
2			[redacted]	[redacted]	[redacted]	Graded	3.00	Undergraduate Degree - Performance BM	Freshman
3			[redacted]	[redacted]	[redacted]	Graded	3.00	Undergraduate Degree - Business Administration BS/Theatre BA/University Honors Program	Freshman

9. To access the grade roster, once available, select the second icon next to the class on the My Schedule main page.



My Teaching Schedule > Fall 2019 > Chapman University

Personalize | View All | First 1-4 of 4 Last

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Once grades are entered, select Save at the bottom on the page.