

Faculty: Class Search

This document provides an overview of viewing the schedule of classes available in self-service.

To access the self-service applications log in to the portal, My Akron, at <http://my.uakron.edu/> with your UANetID and password.

There is an online tutorial available which accompanies this document. Please visit the [Software Training website](#) and select the link for the appropriate tutorial.

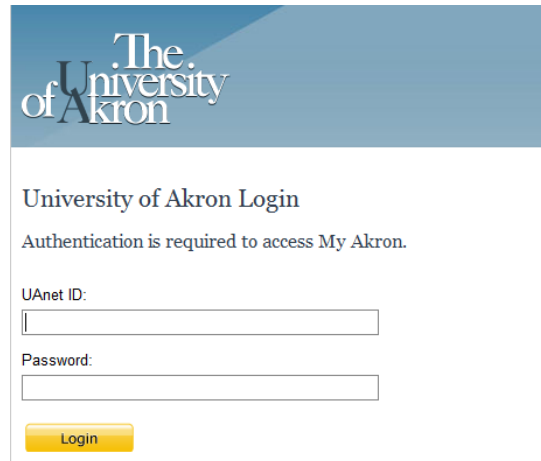
Important Guidelines:

- ✓ Log into My Akron (my.uakron.edu) to access the self-service applications.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

Class Search

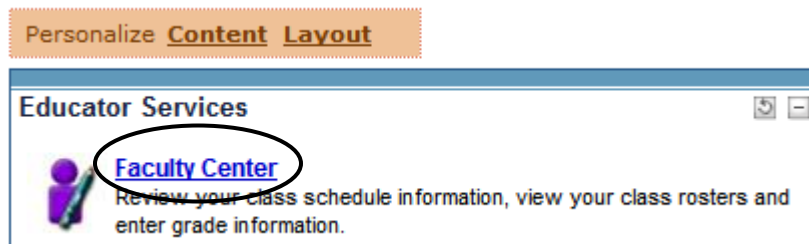
Instructions:

1. Log in to My Akron with your Uanet ID and password:



The University of Akron logo is displayed at the top left of the login page. Below the logo, the text "University of Akron Login" is centered. Underneath, a message states "Authentication is required to access My Akron." There are two input fields: "UAnet ID:" followed by a text box, and "Password:" followed by a text box. A yellow "Login" button is positioned below the password field.

-
2. Click the **Faculty Center** link located on the **Faculty/Staff** tab.



Instructions:

- Click the **Search** link located at the bottom of the page.

My Schedule

2010 Fall | The University of Akron

[change term](#)

[My Exam Schedule](#)

[Athletic Academic Progress Grade Rosters](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Learning Management

My Teaching Schedule > 2010 Fall > The University of Akron

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
2440_105-007 (79812)	Intro: Comptr & Appl Software (Lecture)	24	TuTh 12:15PM - 1:30PM	Polsky 222	Aug 23, 2010- Dec 5, 2010

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > 2010 Fall > The University of Akron

You have no final exams scheduled at this time.

[Go to top](#)

[Faculty Center](#) [Search](#)

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

Instructions:

4. The Search page is returned.
5. Keep the following in mind when searching:
 - Specify the term using the drop down at the top of the page.
 - You must enter at least 2 search criteria (unless you enter Course Number or Course Subject – you only need 1 entry if using this criterion).
 - Check the “**Show Open Classes Only**” box to limit your search results to only those classes which are available.

Enter Search Criteria

Institution

Term

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

Class Search Criteria

Course Subject

Course Number is exactly

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week
 Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Units between and

Course Component

Session

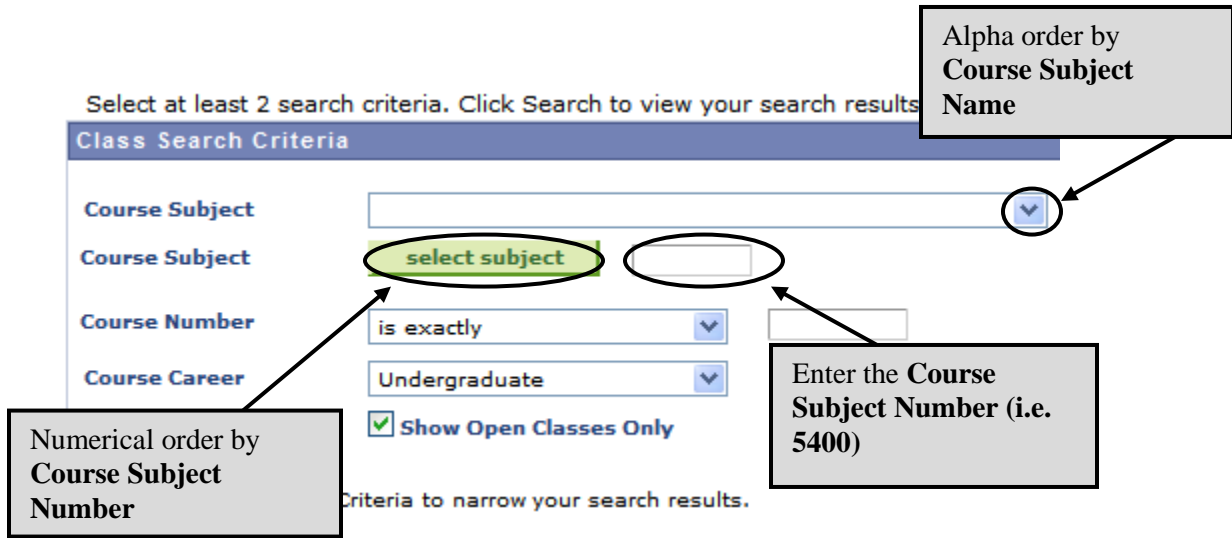
Mode of Instruction

Campus

Location

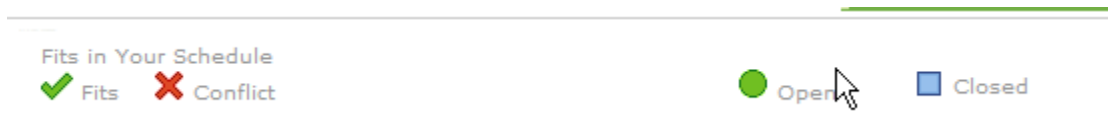
[Faculty Center](#) [Search](#)

6. There are a number of methods which can be used to specify the **Course Subject**:
 - a. **Specific Subject Number**: If you know the Subject number, such as 5400 for Technical Education, you may enter the number directly in the Subject field.
 - b. **Subject Name Order**: If you wish to locate the Subject in alphabetical order by the Subject Name, click the down arrow on the Course Subject field.
 - c. **Subject Number Order**: If you wish to locate the Subject Number in numerical order by the Subject number, click the **select subject** button.



7. After entering the Search criteria click the **SEARCH** button at the bottom of the page.

8. A list of all classes which meet your search criteria will be displayed. You will see the following codes listed to identify the status of the course (Open or Closed) and whether or not the class fits into your schedule (Fits or Conflict).



NOTE: If you select the option “**Show Open Classes Only**” on the search criteria page you will only see Open classes.

9. All of the classes which meet the search criteria will be displayed.

Textbook Information

To view/purchase the textbook for the class, click the **Textbook** link.

If a class has multiple components – i.e. a lecture and lab component, only **ONE** of the components will contain the textbook link.

▼ 1100 101 - Student Success Seminar

First 1-43 of 43 Last			
Section 001-LWW(84938)		Status ● ✓ Fits	
Session Regular	Textbook		
Units 2	Total Enrolled 25		
Days & Times	Room	Instructor	Meeting Dates
MoWe 7:45AM - 8:35AM	Leigh Hall 308	Joseph McCartney	08/23/2010 - 12/05/2010
Section 002-LWW(84939)		Status ● ✓ Fits	
Session Regular	Textbook		
Units 2	Total Enrolled 24		
Days & Times	Room	Instructor	Meeting Dates
TuFr 8:50AM - 9:40AM	Leigh Hall 308	Barbara Baltrinic	08/23/2010 - 12/05/2010
Section 003-LWW(85038)		Status ● ✓ Fits	
Session Regular	Textbook		
Units 2	Total Enrolled 27		
Days & Times	Room	Instructor	Meeting Dates
MoWe 9:55AM - 10:45AM	Ayer Hall 112	Nancy Roadruck, Pierre James	08/23/2010 - 12/05/2010

[START A NEW SEARCH](#)

[Faculty Center](#) [Search](#)

10. If you wish to search for another class, click the **Start a New Search** button or the **Search** link.

11. Use the link at the bottom of the page to return to the **Faculty Center**.

For questions regarding registration and enrollment, please e-mail the Registrar’s Office at:

registrar@uakron.edu