

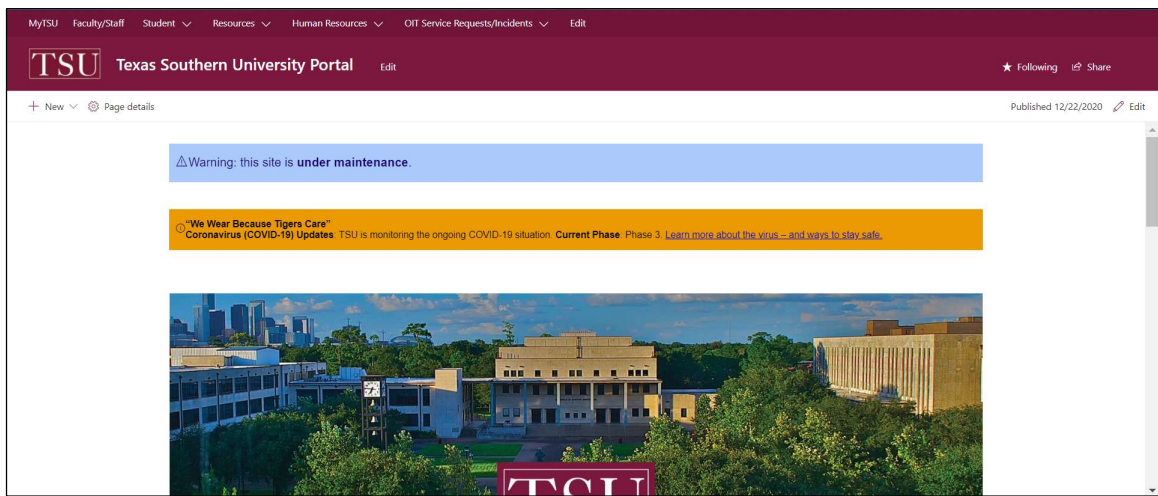


TEXAS SOUTHERN UNIVERSITY

My Faculty Portal User Guide

Class List

1. Navigate to MyTSU portal landing page

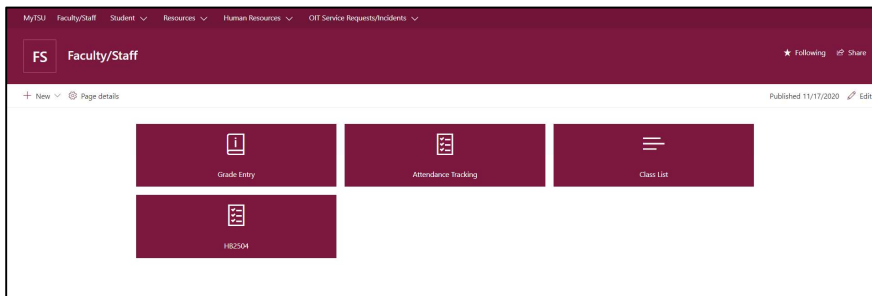


2. Choose “Faculty/Staff”

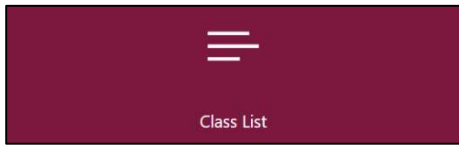


“Faculty/Staff” page will launch.

Four (4) intuitive and adaptive tiles (shortcuts) will display, with sub-menus.



3. Choose “Class List” tile.



- View Course Reference Number (CRN) listing
 - All terms

Faculty & Advisors » CRN Listing

CRN Listing

All Terms

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ENGT 333, 015	Ethics in Prof Eng Practice	20703	9	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)
CIVE 233, 015	Dynamics	20846	15	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)
ECE 110, 04	Intro to E/C Engineering	20931	5	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)
CIVE 110, 04	Intro to Civill Engineering	21509	5	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)

- Specific terms

Faculty & Advisors » CRN Listing

CRN Listing

Spring 2021 - 202120

Select Course

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
ENGT 333, 015	Ethics in Prof Eng Practice	20703	9	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)
CIVE 233, 015	Dynamics	20846	15	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)
ECE 110, 04	Intro to E/C Engineering	20931	5	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)
CIVE 110, 04	Intro to Civill Engineering	21509	5	Active	01/19/2021 - 05/14/2021	Spring 2021 (202120)

- Customize view to sort Course by clicking on column headers

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
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- View “Course Details” by selecting a course

Faculty & Advisors • CRN Listing • Class List

Class List Export Print

Spring 2021 - 202120

Course Information		Enrollment Counts		
Ethics in Prof Eng Practice - ENGT 333 015				
CRN: 20703		Maximum	Actual	Remaining
Duration: 01/19/2021 - 05/14/2021		Enrollment	25	9
Status: Active		Wait List	0	0
		Cross List	0	0

- Faculty members can email individual or all students at once, to send a course message.

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Class List Wait List Summary View

Summary Class List Search (Alt+Y)

Contact a representative, faculty chair, or college dean at your respective TSU College/School for detailed explanation.

www.tsu.edu/academics

Technical support is available 24/7 by emailing IT Service Center: itservicecenter@tsu.edu or submitting a case: <http://itservicecenter.tsu.edu>

As always, we appreciate your support as we continue to improve the tools that ensure “Excellence in Achievement.”

TSU TEXAS SOUTHERN UNIVERSITY
Office of Information Technology

GET IT HELP

The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu

To request assistance,
Email: ITServiceCenter@tsu.edu
Self-Service: <http://ITServiceCenter.tsu.edu>
Call: 713-313-4357 or 713-313-HELP