INSTRUCTIONS FOR FACULTY

HOW TO GET YOUR CLASS LISTS, EMAIL YOUR CLASS, COPY YOUR CLASS LIST TO EXCEL

1. Open Internet Explorer
2. Log into the Portal
3. Go to Self Service Tab

4. Scroll down and click on Detail Class List or Summary Class List under Faculty and Advisor Self Service Deep Links

- Waive Legal Fee
- Health Insurance Waiver or Enrollment
- Faculty and Advisor Main Menu
- Advisor Menu
- Student Information Menu
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Final Grades
- Registration Overrides

My Courses

My Courses
Beginning with your semester courses, use this link to access your course schedule, academic home pages, email, and communicate with students. Access Student Self Service Deep Links functions from within this tab.

UT ALERT

UT ALERT is an Email Notification System used by the University of Toledo to alert people in the event of an emergency affecting the campus.

Click here to register your emergency contact information.
5. Select the term and click submit

6. Select the class you want and click submit

7. To put into Excel choose Summary class list and copy and paste into new excel document.

To E-mail Your Class:

1. Click on My Courses
2. Click on the class you would like to e-mail

3. Click e-mail

4. Click select all or choose the students you want to email and click send e-mail

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