

Finding Assigned Classrooms in GriffinGate

1. Login to GriffinGate
2. Go to the **FACULTY** tab and expand the **FACULTY COURSE CONTROL** portlet (expand the portlet by clicking on the underlined title in the red title bar):

Faculty

All My Courses Show: Current Courses
There are no courses to display
[Go to Main Screen](#)

Faculty Course Control
No Courses to display.

Course List for Mary A Spataro
[View Details](#) [View My Faculty Schedule](#)

3. Make sure the correct term appears in the **TERM** box (select the correct term from the drop down list) and then click the **SEARCH** button:

Faculty [Printer Friendly](#)

Faculty Course Control
No Courses to display.

Course List for Mary A Spataro

Term: Fall 2008 Division: All

[Search](#) [View My Faculty Schedule](#)

4. The courses scheduled for the selected term will appear on the screen—click the **VIEW MY FACULTY SCHEDULE** link:

Faculty [Printer Friendly](#)

Faculty Course Control
Course List for Mary A Spataro

Term: Fall 2008 Division: All

[Search](#) [View My Faculty Schedule](#)

Course	Title	Division	Go Directly To
SED 334 01	Meth.Teach.Bus/	Undergraduate	Select Area ...
SED 410 01	IS:Tch.Bus.Comp	Undergraduate	Select Area ...
SED 410 02	IS:Prac:Seconda	Undergraduate	Select Area ...
SED 550 01	Tec.Ass.Lear.In	Graduate	Select Area ...
SED 860 75	Ovrvw.Assistive	Graduate	Select Area ...

5. Your schedule for the selected term will appear and it will include the course number/section, course title, credits, the number of open seats, status (O = open; F = full), meeting day(s) and time, dates, ROOM, and method (e.g., lab—but I don't think we're using this column):

Faculty Course Control - Faculty Schedule 

[Faculty Course Control](#) > [Main View](#) > Faculty Schedule

Course Schedule for Mary A Spataro

Term: Division:

Fall 2008								
Course	Title	Cr Hrs	Seats Open	Status	Meets	Dates	Room	Method
SED 334 01	Meth.Teach.Bus/	3.00	34/35	O	T 6:00 PM-8:30 PM	8/25/2008 - 12/11/2008	SHU/MAURA/235	
SED 410 01	IS:Tch.Bus.Comp	0	98/99	O	-	8/25/2008 - 12/11/2008	SHU	
SED 410 02	IS:Prac:Seconda	0	98/99	O	-	8/25/2008 - 12/11/2008	SHU	
SED 550 01	Tec.Ass.Lear.In	3.00	99/99	O	-	8/25/2008 - 12/11/2008	SHU	
SED 860 75	Ovrvw.Assistive	3.00	0/18	F	-	10/13/2008 - 12/13/2008	SHU	