

Finding Your Course Roster 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:

Faculty [Printer Friendly](#)

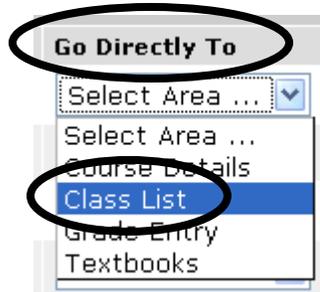
Faculty Course Control
Course List for Mary A Spataro

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 ...

- In the **GO DIRECTLY TO** drop down box, select **CLASS LIST**:



- Your class list (roster) will appear (**please note** that the roster does not include athletic team or class at this time; however, we hope to have this information added in the near future)—meeting days/times, dates, and room assignment are listed at the top of the class list:

Faculty  [Printer Friendly](#)

Faculty Course Control - Class List

Set Options

[Faculty Course Control](#) > Class List

Course:

Course Details Fall 2008 Undergraduate SED 334 01 Meth.Teach.Bus/			
Faculty	Meets	Dates	Rooms
Spataro, Mary A	T 6:00 PM-8:30 PM	8/25/2008 -12/11/2008	SHU/ MAURA/ 235

 [Export to Excel](#) [Email All Students](#)

Class List Fall 2008 Undergraduate SED 334 01 Meth.Teach.Bus/ (1 students)						
FERPA Restrict	Student	Student ID	Status	Email	Cross-listed Course	Major
			C - Current			Business - Marketing

- Use the **PRINTER FRIENDLY** button above the portlet to print the class list—the list may also be exported to Excel by clicking on the **EXPORT TO EXCEL** hyperlink (see image in #6 above)
- Use the drop down list at the top of the screen to check the rosters for your other courses:

Faculty

Faculty Course Control - Class L

Set Options

[Faculty Course Control](#) > Class List

Course:

Course Det		SED 8
Faculty		
Spataro, Mar	SED 860 75	