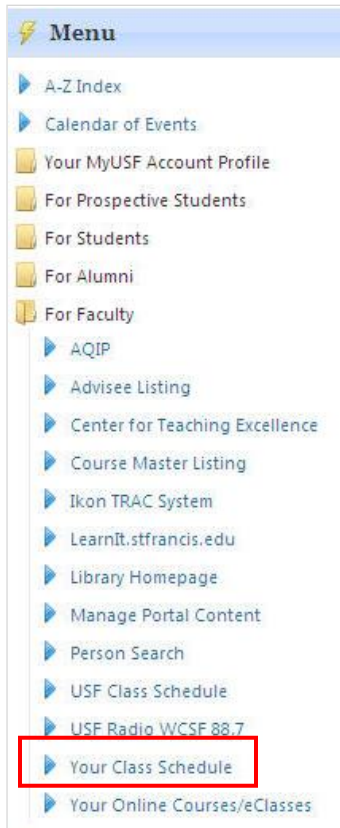


# Locating Previously Taught Classes in the MyUSF Portal

1. Log in to **My USF** portal.
2. Click **For Faculty** in the left menu.
3. Click **Your Class Schedule** (below.)



4. In the **Faculty Class Schedule** portlet, click the **View another term** arrow (below) to view the courses that you have taught in previous semesters.

A screenshot of the Faculty Class Schedule portlet. The portlet title is 'Faculty Class Schedule'. Below the title is a description: 'View the classes that you are teaching as a faculty member for a specific term (semester or quarter depending on what you are teaching). You also access your class lists from your schedule which will allow you to submit attendance, early alerts, midterm warnings, and grades.' Below the description is a 'View another term' dropdown menu with 'Fall Semester 2009' selected. A red rectangular box highlights the dropdown arrow. Below the dropdown menu is a 'Jump to...' dropdown menu. Below the dropdown menus is a table titled 'Schedule for Fall Semester 2009'. The table has columns for Course, Title, Days, Time, Building • Room, Students, and eClass. The table contains one row of data: TDEV-716-Z, Adv. Online Teaching Methods, ONLINE • TBA, 0. Below the table is a summary: 'Total Number of Courses: 1'.

Course	Title	Days	Time	Building • Room	Students	eClass
<a href="#">TDEV-716-Z</a>	Adv. Online Teaching Methods			ONLINE • TBA	0	

Total Number of Courses: 1