

# Accessing Class Rosters in My.Butler

Log in to My.Butler entering your User ID and Password

**My.Butler Portal:** <https://my.butler.edu>

**BUTLER**  
UNIVERSITY

**Login**  
with your Butler username and password

Username

Password

**Login**

- [New to Butler?](#)

Questions? Please contact the Help Desk at 940-HELP (4357) or [itrequest.butler.edu](http://itrequest.butler.edu)

Click on **Faculty Center** under the **Academic Tools** heading.




## Welcome to My.Butler

If you are being directed to an Oracle login page, please clear your web browser cache. For instructions, go to [google.com](http://google.com), type the name of your web browser followed by "clear browser cache." Hit Enter and follow the instructions provided. Then, try accessing [my.butler.edu](http://my.butler.edu) again.


By clicking on any link below you agree to the *Terms and Conditions* of use. If you do not agree to these terms and conditions you should immediately log out of the Butler portal.

### Academic Tools




**PeopleSoft Campus Solutions**


This set of tools provides access, based on your own permissions, to the student information system. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.



Self Service Student Homepage




Advisor Center




Faculty Center

### Employee Tools



**PeopleSoft HR / Payroll**


This set of tools provides access to the PeopleSoft Human Resources and Payroll tools needed by employees of the University. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.



Timesheet




Webclock




View Paycheck

### Financial Tools




**PeopleSoft Financials**


For those who work in the University's financial system, this set of tools facilitates vouchers, requisitions, and more. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.



Financials Worklist




AP Voucher Entry



Financials Query Viewer

### Quick Links



**Popular Butler Sites**


These quick links will help you easily navigate to popular Butler websites, systems and informational pages. Those most often visited are provided below for even faster access.



Butler University



Connection



Butler Mail

**Instructor Quick Links** has the information related to the classes you are teaching.




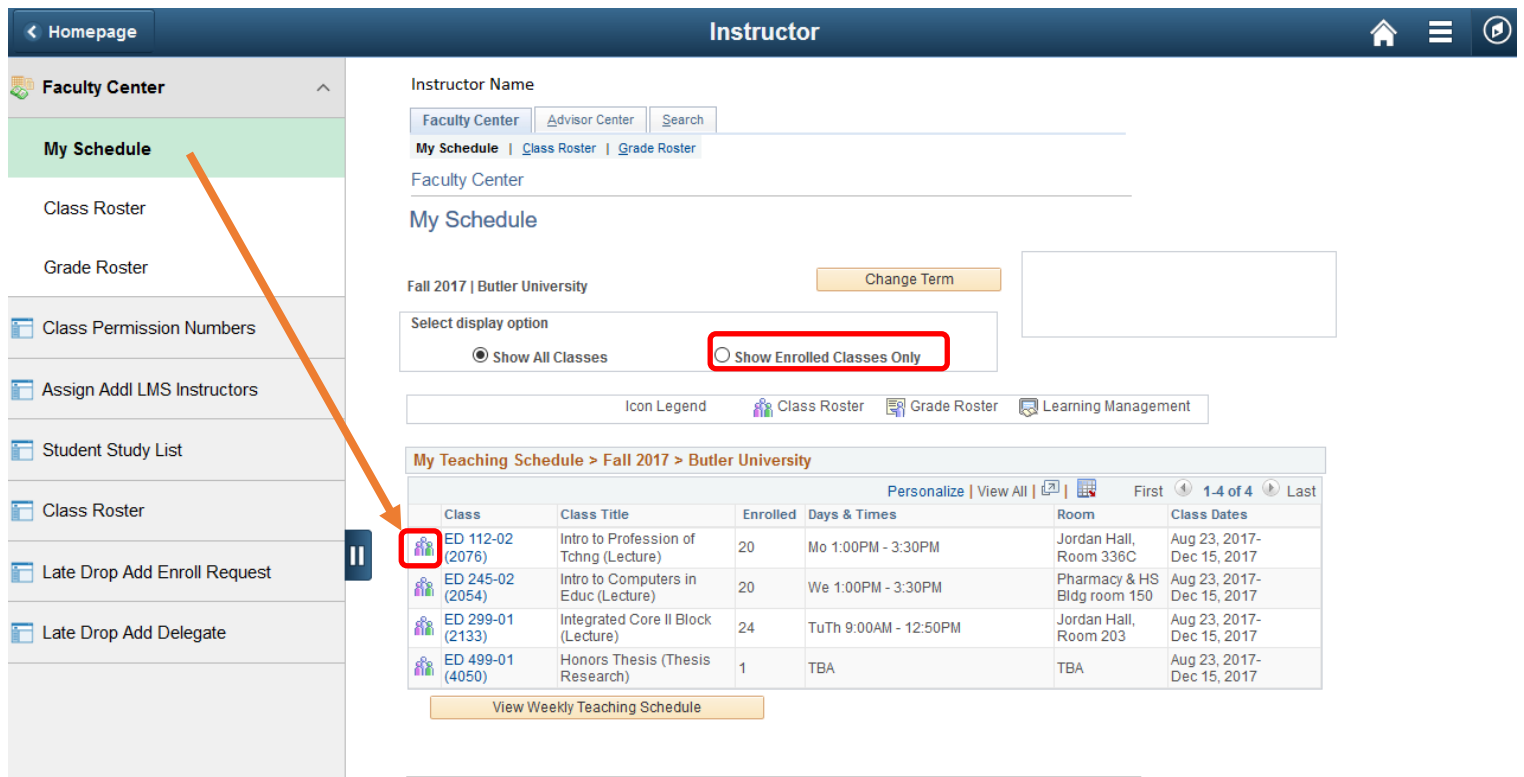
Note: The Advisor Menu tile is only visible if you are an Advisor.

The Faculty Center 'My Schedule' page appears. The current or most recently selected term is displayed. You can select a different term by clicking the **Change Term** button. Click the radio button next to the desired term and click the **Continue** button.

### 'My Schedule' Tab

The **My Schedule** tab displays all the classes you are teaching in a given term. Clicking on the class title link displays the full description of the class from the University Bulletin. This page allows you to access more information about your classes.

- Clicking the  icon to the left of the desired class displays the course roster, including an option to view the photos of the students.
- If desired, select the 'Show Enrolled Classes Only' radio button to limit your list.



Instructor Name

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster




Faculty Center

My Schedule



Fall 2017 | Butler University **Change Term**

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall 2017 > Butler University

Personalize | View All |   First 1-4 of 4 Last

| Class            | Class Title                            | Enrolled | Days & Times          | Room                        | Class Dates                |
|------------------|--|----------|-----------------------|-----------------------------|----------------------------|
| ED 112-02 (2076) | Intro to Profession of Tchng (Lecture) | 20       | Mo 1:00PM - 3:30PM    | Jordan Hall, Room 336C      | Aug 23, 2017- Dec 15, 2017 |
| ED 245-02 (2054) | Intro to Computers in Educ (Lecture)   | 20       | We 1:00PM - 3:30PM    | Pharmacy & HS Bldg room 150 | Aug 23, 2017- Dec 15, 2017 |
| ED 299-01 (2133) | Integrated Core II Block (Lecture)     | 24       | TuTh 9:00AM - 12:50PM | Jordan Hall, Room 203       | Aug 23, 2017- Dec 15, 2017 |
| ED 499-01 (4050) | Honors Thesis (Thesis Research)        | 1        | TBA                   | TBA                         | Aug 23, 2017- Dec 15, 2017 |

**View Weekly Teaching Schedule**

- You can change classes by clicking the 'Change Class' button.

## Class Roster

Fall 2017 | Regular Academic | Butler University | Undergraduate

▼ **ED 112 - 02 (2076)** change class

Introduction to the Profession of Teaching (Lecture)

| Days and Times   | Room                   | Instructor | Dates                   |
|------------------|------------------------|------------|-------------------------|
| Mo 1:00PM-3:30PM | Jordan Hall, Room 336C |            | 08/23/2017 - 12/15/2017 |

\*Enrollment Status

Enrollment Capacity 20      Enrolled 20

Select display option

Link to Photos

Include photos in list

| Enrolled Students |                          |       |    |      |             |       |   | Find       | First | 1-20 of 20 | Last |
|-------------------|--------------------------|-------|----|------|-------------|-------|---|------------|-------|------------|------|
|                   | Notify                   | Photo | ID | Name | Grade Basis | Units | Program and Plan  | Level      |       |            |      |
| 1                 | <input type="checkbox"/> |       |    |      | ABC         | 2.00  | UG Liberal Arts and Sciences - Exploratory  | Sophomore  |       |            |      |
| 2                 | <input type="checkbox"/> |       |    |      | ABC         | 2.00  | UG Education - Middle/Secondary Education/UG Teacher License Candidate            | First-Year |       |            |      |
| 3                 | <input type="checkbox"/> |       |    |      | ABC         | 2.00  | UG Education - Elementary Education/Diverse Learners/UG Teacher License Candidate | First-Year |       |            |      |
| 4                 | <input type="checkbox"/> |       |    |      | ABC         | 2.00  | UG Education - Exploratory COE/UG Teacher License Candidate                       | First-Year |       |            |      |
| 5                 | <input type="checkbox"/> |       |    |      | ABC         | 2.00  | UG Education - Middle/Secondary Education/UG Teacher License Candidate            | First-Year |       |            |      |
| 6                 | <input type="checkbox"/> |       |    |      | ABC         | 2.00  | UG Education - Middle/Secondary Education/UG Teacher License Candidate            | First-Year |       |            |      |

- For a simple, printable list of the class roster, click the 'Printer Friendly Version' link in the lower right corner of the screen.

|    |                          |  |  |     |      |  |            |
|----|--------------------------|--|--|-----|------|--|------------|
| 18 | <input type="checkbox"/> |  |  | ABC | 2.00 | UG Education - Elementary Education/Diverse Learners/UG Teacher License Candidate    | First-Year |
| 19 | <input type="checkbox"/> |  |  | ABC | 2.00 | UG Education - Middle/Secondary Education/Spanish Minor/UG Teacher License Candidate | First-Year |
| 20 | <input type="checkbox"/> |  |  | ABC | 2.00 | UG Education - Elementary Education/Diverse Learners/UG Teacher License Candidate    | First-Year |

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

notify selected students

notify all students

If you have additional questions, call **Registration & Records** at extension **9203** (317-940-9203) or email [registrar@butler.edu](mailto:registrar@butler.edu)