Accessing Class Rosters in My.Butler

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

My.Butler Portal: https://my.butler.edu

Questions? Please contact the Help Desk at 940-HELP (4357) or request.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, 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 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.

**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.

**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.

**Quick Links**

**Popular Butler Sites**

- Butler University
- Connection
- Butler Mail

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.
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 button. Click the radio button next to the desired term and click the 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.
- You can change classes by clicking the ‘Change Class’ button.

### Class Roster

**ED 112 - 02 (2076)**

Introduction to the Profession of Teaching (Lecture)

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo 1:00PM-3:30PM</td>
<td>Jordan Hall, Room 336C</td>
<td></td>
<td>08/23/2017 - 12/15/2017</td>
</tr>
</tbody>
</table>

*Enrollment Status* Enrolled

Enrollment Capacity 20 Enrolled 20

Select display option  
- Link to Photos
- Include photos in list

#### Enrolled Students

<table>
<thead>
<tr>
<th>Notify</th>
<th>Photo</th>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>ABC</td>
<td>2.00</td>
<td>UG Liberal Arts and Sciences - Exploratory</td>
<td>Sophomore</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Middle/Secondary Education/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Elementary Education/Diverse Learners/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Exploratory COE/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Middle/Secondary Education/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>ABC</td>
<td>2.00</td>
<td>UG Education - Middle/Secondary Education/UG Teacher License Candidate</td>
<td>First-Year</td>
</tr>
</tbody>
</table>
• For a simple, printable list of the class roster, click the ‘Printer Friendly Version’ link in the lower right corner of the screen.

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